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# *Shepherd College*

## *Bulletin*

*Catalogue  
Issue*



*1960-1961*





# SHEPHERD COLLEGE

SHEPHERDSTOWN, WEST VIRGINIA

Founded 1871

A STATE COLLEGE



Accredited by the

North Central Association of Colleges and Secondary Schools  
National Council for Accreditation of Teacher Education  
National Commission on Accrediting

Member

American Association of Colleges for Teacher Education  
American Public Relations Association  
Association of American Colleges  
American Council on Education

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**SHEPHERD COLLEGE**  
**SHEPHERD COLLEGE BULLETIN, 1960-61**

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## **DIRECTIONS FOR CORRESPONDENCE**

In order to avoid delay in answering inquiries, we are listing below the names of the Administrative Officers, together with the division of the college work which comes under their supervision.

### **General Policy of the College**

OLIVER S. IKENBERRY, President

### **Academic Work of Students, Requirements for Degrees Summer Session, Veterans Services, and Placement**

A. G. SLONAKER, Academic Dean

### **Admission of Students, Transcripts, Certificates, and Requests for Catalogues**

A. P. RIDER, Director of Admissions and Registrar

### **Housing, Student Affairs, and Financial Aids**

ORMSBY HARRY, Dean of Students

VERA CULLISON, Associate Dean of Students

### **Business and Financial Information**

JOHN L. EGLE, Business Manager

### **Educational Field Services**

JAMES M. MOLER, Coordinator, Field Services

### **Student Teaching..Assignments**

WILLIAM M. SPEG, Director of Teacher Education

### **Alumni Services and Bookstore**

CHRISTINE KNOTT, Alumni Secretary

Shepherd College reserves the right to change any provision or requirement of this catalogue.

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Historic Shepherdstown, Home of Shepherd College

President Oliver S. Ikenberry and Historic  
McMurrin Hall in Background











May 27, Saturday, 6:30 P.M. D.S.T. .... Alumni Banquet  
 May 28, Sunday, 8:00 P.M. D.S.T. .... Baccalaureate  
 May 29, Monday, 10:00 A.M. D.S.T. .... 88th Annual Commencement

# SUMMER SESSION 1961

## First Term

1961

June 12, Monday, 8:30 A.M. - 4:30 P.M. .... Registration, First Term,  
 Library  
 June 19, Monday, 12:00 Noon ..... Last Day for Registration  
 July 21, Friday ..... First Term Ends

## Second Term

1961

July 24, Monday, 8:30 - 4:30 P.M. .... Registration, Second Term  
 Library  
 July 31, Monday, 12:00 Noon ..... Last Day for Registration  
 August 26, Saturday ..... Second Term Ends



West Virginia Board of Education Visits College

Row 1 — President James E. Ansel, Dr. Oliver S. Ikenberry, Raymond  
 Brewster, A. H. Spangler, J. C. Jefferds, Jr.  
 Row 2 — Secretary H. K. Baer, C. Lee Spillers, Vice President Lacy I.  
 Rice, State Superintendent R. Virgil Rohrbough, Business  
 Manager, J. L. Egle.

Section 1

PERSONNEL

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OFFICIAL BOARD

WEST VIRGINIA BOARD OF EDUCATION

STATE CAPITOL

CHARLESTON, WEST VIRGINIA

JAMES E. ANSEL, President .....	Moorefield
LACY I. RICE, Vice President .....	Martinsburg
DR. S. J. BASKERVILLE, Member .....	Charleston
RAYMOND BREWSTER, Member .....	Huntington
J. C. JEFFERDS, JR. Member .....	Charleston
DR. J.H. MURRY, Member .....	Gary
PERCE J. ROSS, Member .....	Buckhannon
A. H. SPANGLER, Member .....	Bluefield
C. LEE SPILLERS, Member .....	Wheeling
R. VIRGIL ROHRBOUGH, Chief Executive Officer .....	Charleston
H. K. BAER, Secretary .....	Charleston
WILLIAM J. OSBOURNE, Administrative Assistant .....	St. Albans
GEORGE T. WEST, Supervisor of Buildings and Maintenance ....	Hurricane

SHEPHERD COLLEGE ALUMNI

ASSOCIATION

President—STANLEY EYE .....	Harpers Ferry
Vice-President—MILDRED VANCE .....	Hagerstown, Md.
Recording Secretary—VIRGINIA DAVIS .....	Martinsburg
Corresponding Secretary—KATHERINE VanMETRE .....	Martinsburg
Treasurer—ETHEL HENSON .....	Shepherdstown

## THE ADMINISTRATION

---

### OFFICERS OF ADMINISTRATION

OLIVER S. IKENBERRY, ED. D. ....	President
ARTHUR GORDON SLONAKER, ED. D. ....	Academic Dean
A. P. RIDER, M. A. ....	Registrar and Director of Admissions
ORMSBY HARRY, ED. D. ....	Dean of Students
VERA CULLISON, M. A. ....	Associate Dean of Students
J. L. EGLE, ....	Business Manager
JAMES M. MOLER, ED. D. ....	Coordinator, Educational Field Services

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### GENERAL ADMINISTRATIVE STAFF

JOHN S. MAINE, M.A.L.S. ....	Librarian
RAY S. BARKER, M.L.S. ....	Assistant Librarian
AGNES TABLER, A.B. ....	Assistant to Registrar
VIVIAN SNYDER ....	Cashier
PEGGY LOU NICHOLS ....	Secretary to President
EDITH HALL ....	Secretary to Academic Dean
SYLVIA ANN JOHNSON ....	Secretary to Dean of Students
MELINDA SNYDER ....	Admissions Secretary
ANN WHITTINGTON ....	Clerk, Business Office
ALICE BICKNELL, A.B. ....	Resident Counselor for Women
HARRY P. LOUDEN, JR., M.S. ....	Resident Counselor for Men
HALVARD WANGER, M.D. ....	College Physician
MARGARET HAMMOND, R. N. ....	College Nurse
FANNIE DIDAWICK, B.S. ....	Manager, College Cafeteria
CHRISTINE KNOTT ....	Assistant Manager, College Bookstore
HELEN LOWE ....	Manager, Rams Den
LYNWOOD WILTSHIRE ....	Superintendent of Buildings and Grounds



## THE FACULTY

- OLIVER S. IKENBERRY, **President and Professor of Education.** A. B., McPherson College, 1929; A. M., Colorado State College of Education, 1933; Columbia University, summers 1935, 1936; Ed. D., Colorado State College of Education, 1941. (1947)
- WILLIAM P. ALEXANDER, **Assistant Professor of Music.** B. A., Central College, 1949; M. A., New Mexico Western College, 1951; Ed. D., George Peabody College, 1957. (1957)
- CHARLES RUSSELL ATHERTON, **Professor of Mathematics.** B. S., University of Maine, 1927; M. A., Columbia Teachers College, 1933; Ed. D., Columbia Teachers College, 1936. (1954)
- WADE W. BANKS, **Instructor of Speech.** A.B., Shepherd College, 1956; A.M., Florida State University, 1959. (1960)
- RAY S. BARKER, **Assistant Librarian.** B. A., Memphis State College, 1955; M. L. S., University of Mississippi, 1958. (1958)
- ALICE S. BICKNELL, **Resident Counselor.** A. B., College of Idaho, 1917. (1950)
- ANTHONY BODOLA, **Associate Professor of Biology.** A. B., Fairmont College 1942; M. S., West Virginia University, 1945; Ph. D., Ohio State University, 1955. (1955)
- MARGARET E. BYRER, **Instructor of English.** B. A., 1943, and A. M., 1949, West Virginia University, (1959)
- HOWARD S. CARPER, JR., **Assistant Professor of Physical Science.** A. B., Shepherd College, 1952; M. S., Madison College, 1956; Graduate Student, The American University, summer 1957 and University of Texas, summer 1959. (1957)
- RALPH CHURCH, **Assistant Professor of English and Journalism.** A. B., Wake Forest College, 1949; M. A., Columbia University, 1951. Candidate for Ph. D., George Washington University. (1956)\*
- JAMES WALTON COLEY, **Assistant Professor of English.** B. A., Atlantic Christian College, 1950; M. A., University of North Carolina, 1953. (1959)
- VERA E. CULLISON, **Associate Dean of Students and Instructor in Education.** B. S., Northwestern State College, 1932; M. A., Colorado State College, 1960. (1958)
- SARA HELEN CREE, **Professor of Physical Education.** A. B., West Virginia University, 1930; M. S., West Virginia University, 1937; Ed. D., Pennsylvania State University, 1954. (1940)
- ROBERT F. DAVIS, **Instructor of Mathematics.** B. S., Shepherd College, 1956; M. A., Syracuse University, 1958. (1959)
- MARY FRANCES DUNSTAN, **Associate Professor of Business Administration.** A. B., Florida State University, 1931; M. S., New York University, 1942; candidate for Ph. D. degree, New York University, (1955)
- FRED B. EDGELL, **Professor of English.** A. B., Salem College, 1931; M. A., West Virginia University, 1939; Ph. D., Ohio State University, 1951. (1953)
- ERWIN GEORGE FIEGER, JR., **Associate Professor of Physical Education.** B. A., Wilmington College, 1934; M. A., Ohio State University, 1938; Candidate for Ph. D., degree, Ohio State University. (1957)
- GUY FRANK, **Professor of Music.** A. B., Whittier College, 1943; M. A., Claremont Graduate School of Pomona College, 1948; Ph. D., Eastman School of Music of the University of Rochester, 1958. (1950)
- ANN HENSHAW GARDINER, **Assistant Professor of Nursing Education.** B. S., Teachers College, Columbia University, 1923; M. S., Kansas State Agricultural College, 1927. (1948)

\* On Leave of Absence, 1959-1960 for Graduate Study

- JOHN P. GOULDING, **Associate Professor of Chemistry.** A. B., 1935; M. A., 1936; and Ph. D., Clark University, 1938. (1948)
- JAMES S. HAFER, **Assistant Professor of Political Science and History.** B. A., Shepherd College, 1950; M. A., American University, 1956; Graduate Study in International Relations, Georgetown University Graduate School, 1952, 1953; Candidate for Ph. D. degree, American University. (1956)
- MIRIAM KATHRYN HAMMER, **Instructor of Physical Education.** B. S., University of Michigan, 1952; M. Ed., University of Pittsburgh, 1957. (1957)
- RAY E. HARRIS, **Professor of Biology.** B. S., Marshall College, 1931; M. S., West Virginia University, 1935; Graduate student, University of Chicago, summers 1933, 1934; West Virginia University, summers 1936; 1937; University of Virginia, summers 1935, 1950, 1951. (1946)
- ORMSBY L. HARRY, **Dean of Students and Associate Professor of Education.** B. S., Ohio University, 1942; M. S., Ohio University, 1947; Ed. D., Michigan State University, 1960. (1959)
- MARGARET BETTY HUGHES, **Assistant Professor of Business Education.** B. S., Capital University, 1945; M. A., Teachers College, Columbia University, 1951; University of Michigan, summer, 1959. (1957)
- HARRY VEATCH KLUG, **Professor of Political Science.** B. A., University of Iowa, 1948; M. A., University of Iowa, 1949; Ph. D., University of Iowa, 1950. (1950)
- HARRY P. LOUDEN, JR., **Instructor of Business Administration and Economics.** B. A., Marietta College, 1947; M. S., West Virginia University, 1960. (1959)
- DONALD LOUGHRIE, **Instructor of Speech.** B. A., Shepherd College, 1951; Graduate study, Northwestern University, summer 1955; M. A., Bowling Green State University, 1958. (1959) Resigned, effective June 1960.
- CLETUS D. LOWE, **Assistant Professor of Social Science.** A. B., Shepherd State Teachers College, 1931; M. A., University of Maryland, 1941; American University, summer 1951. (1940)
- JOHN S. MAINE, **Librarian and Assistant Professor of Library Science.** B. A., Tusculum College, 1948; M. A. L. S., George Peabody College for Teachers, 1951. (1957)
- VERA ELLEN MALTON, **Professor of Dramatics and English.** A. B., University of Alberta, 1941; M. A., Cornell University, 1948; Ph. D., Cornell University, 1950. (1950)
- JAMES M. MOLER, **Coordinator of Educational Field Services and Associate Professor of Education.** A. B., Berea College, 1932; M. Ed., Duke University, 1938; Ed. D., University of Virginia, 1953. (1959)
- NAZZA NOBLE, **Assistant Professor of Home Economics.** B. S., East Tennessee State College, 1953; M. S., Alabama Polytechnic Institute, 1957. (1957)
- RANDALL PARSONS, **Instructor of Bible and Philosophy.** A. B., Marietta College, 1955; S. T. B., Wesley Theological Seminary, 1958. (1959) \*\*
- CHARLES FRANCIS PRINTZ, **Associate Professor of Business Administration.** A. B., Shepherd State Teachers College, 1940; M. A., West Virginia University, 1942; Graduate Study, University of Sydney, Sydney, Australia; University of North Carolina, 1946, 1947 and 1948; The American University, summer 1951. (1947)
- ALLISON P. RIDER, **Registrar and Director of Admissions.** A. B., Shepherd State Teachers College, 1933; M. A., Teachers College, Columbia University, 1943. Graduate Study, West Virginia University. (1958)
- JESSE RIGGLEMAN, **Assistant Professor of Physical Education.** B. A., Shepherd College, 1941; M. S., West Virginia University, 1951. (1956)

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\*\* Part-time Instructor

- KENNETH RILEY, Assistant Professor of Psychology.** B. S. Ed., Arkansas State Teachers College, 1948; M. S. Ed., University of Kentucky, 1950; candidate for Ed. D. degree, Teachers College, Columbia University, (1956)
- MARY JANE SCANLON, Assistant Professor of Art.** A. B., Shepherd State Teachers College, 1931; M. Ed., (Art Education), Pennsylvania State University, 1941. (1941)
- RUTH SCARBOROUGH, Professor of History.** A. B., Tift College, A. M. Mercer University, Ph. D., George Peabody College; Columbia University, 1932-33; University of California, summer 1935; Oxford University, summer 1950; Columbia University, 1959. (1936)
- FLORENCE SHAW, Professor of Education.** A. B., Kirksville State Teachers College, 1923; University of Chicago, summer 1927; A. M., George Peabody College for Teachers, 1931; The George Washington University, extension, 1941. (1923)
- WILLIAM R. SIMPSON, Assistant Professor of Chemistry and Physical Science.** B. S., and M. S., University of Miami, 1949 and 1951; Ph. D., West Virginia University, 1955. (1956)
- EMILIE SONDEREGGER, Associate Professor of Modern Languages.** A. B., and A. M., Northwestern University, 1932 and 1933; Ph. D., University of Fribourg, Switzerland, 1939. (1958)
- ARTHUR GORDON SLONAKER, Academic Dean and Associate Professor of Social Science.** A. B., Shepherd State Teachers College, 1938; M. A., West Virginia University, 1941; Ed. D., University of Virginia, 1958. (1954)
- FLAVIOUS J. SMITH, Assistant Professor of Physical Education.** B.S., Tennessee Polytechnic Institute, 1952; M.A., George Peabody College, 1958; Candidate for Ed.D., George Peabody College, 1961. (1960)
- VETA LEE SMITH, Assistant Professor of English.** A. B., West Virginia University, 1924; M. A., West Virginia University, 1936; New York University, summer, 1945. (1957)
- WILLIAM M. SPEG, Director of Teacher Education and Professor of Education.** A. B., Lebanon Valley College, 1933; M. A., Columbia University, 1934; Ed. D., Pennsylvania State University, 1954. (1955)
- PAULA L. SUTTON, Instructor of Home Economics.** B. S., 1953 and M. S., 1959, Women's College of the University of North Carolina. (1959)
- W. R. THACHER, Professor of Economics and Geography, Director of Extension.** A. B., West Virginia University; A. M., University of Chicago, 1916. Graduate Study, University of Chicago, 1917. (1923)
- EARL WELLER, Instructor of Business Law.** A. B. and L. L. B., West Virginia University. (1957) \*\*
- JAMES HERBERT WILDEBOOR, Assistant Professor of Music.** B. A., Ottawa University, 1948; M. M. E., University of Kansas, 1956. (1956)
- BILLY O. WIREMAN, Assistant Professor of Physical Education.** A. B., Georgetown College, 1954; M. A., University of Kentucky, 1957; Candidate for Ed. D., George Peabody College. (1959) Resigned, effective June 1960.

#### EMERITUS FACULTY

- STEWART E. ARNOLD, Associate Librarian and Assistant Professor of Library Science,** Emeritus, 1924-1952; Home: Piedmont, West Virginia.
- DR. I. O. ASH, Professor of Education and Director of Laboratory Schools,** Emeritus, 1924-1952; Home: Shepherdstown, West Virginia.
- GEORGE H. BRETNALL, Professor of Biological Science,** Emeritus, 1930-1945; Home: Shepherdstown, West Virginia.
- A. T. CLAY, Associate Professor of Mathematics,** Emeritus, 1946-1953, Home: Shepherdstown, West Virginia.

\*\* Part-time Instructor



- CARL J. FARNSWORTH**, Professor of Music and Modern Language, Emeritus, 1936-1957, Home: 237 Vitmar Place, Park Ridge, New Jersey.
- WARREN B. HORNER**, Professor of English, Emeritus, 1929-1954, Home: Weston, West Virginia.
- A. D. KENAMOND**, Dean and Professor of Elementary Education, Emeritus, 1912-1948, Home: Shepherdstown, West Virginia
- HAZEL H. NEWMAN**, Associate Professor of Home Economics, Emeritus, 1944-1958, Home: Shepherdstown, West Virginia.
- ERNEST STUTZMAN**, Professor of Physical Science, Emeritus, 1928-1952, Home: Shepherdstown, West Virginia.
- JESSIE TROTTER**, Professor of Latin, Emeritus, 1919-1942, Home: Shepherdstown, West Virginia.
- ETTA O. WILLIAMS**, Assistant Professor of Commerce, Emeritus, 1915-1953, Home: Shepherdstown, West Virginia.



The Faculty

**Faculty:** First Row — Dean Cullison, Dr. Moler, President Ikenberry, Dean Slonaker, Mr. Rider, Mr. Egle. Second Row — Mr. Printz, Mr. Harris, Mr. Carper, Mr. Davis, Dr. Atherton, Miss Shaw, Dr. Speg, Mr. Fieger, Miss Noble. Third Row — Miss Hughes, Mr. Thacher, Dr. Simpson, Dr. Goulding. Fourth Row — Miss Dunston, Dr. Frank, Dr. Alexander, Dr. Bodola, Mr. Riley, Miss Sutton, Mrs. Smith, Dr. Sonderegger. Fifth Row — Mr. Louden, Dr. Scarborough, Mrs. Scanlon, Mr. Wildeboor, Mr. Lowe, Dr. Edgell, Mr. Coley, Dr. Malton. Sixth Row — Mr. Riggleman, Mr. Hafer, Dr. Klug, Dr. Cree, Miss Hammer, Mrs. Byrer, Mr. Loughrie, Mr. Wireman, Mr. Barker and Mr. Maine. Dr. Harry, Rev. Mr. Parsons and Mr. Weller are not in the picture.

## SHEPHERD COLLEGE FACULTY COMMITTEES

1959-60

- ADMINISTRATION:** Dr. Ikenberry, Mrs. Cullison, Mr. Egle, Dr. Harry, Mr. Rider, Dr. Slonaker, Friday, 10:30 a.m. — President's Office. \*
- ADMISSIONS AND CREDITS:** Mr. Rider, Dr. Bodola, Mr. Davis, Dr. Harry, Miss Hughes, Dr. Slonaker, Dr. Speg, Meeting: Announced — Academic Dean's Office. \*
- ATHLETICS:** Mr. Lowe, Mr. Carper, Mr. Egle, Mr. Fieger, Mr. Hafer, Mr. Riggleman, Dr. Slonaker and Mr. Wireman and two students. Meeting: Announced — President's Office.
- ASSEMBLIES AND COLLEGE CALENDAR:** Dr. Frank, Mrs. Cullison, Dr. Ikenberry, Mr. Loughrie, Dr. Malton, Dr. Slonaker, Mr. Wildeboor and five student representatives. Meeting: 4:10 p.m. Second Tuesday, President's Office.
- COMMENCEMENT:** Dr. Klug, Dr. Frank, Mrs. Knott, Mrs. Nichols, Mr. Rider, Mrs. Scanlon, and Miss Shaw. Meeting: Announced — President's Office.
- EDUCATIONAL POLICIES:** Dr. Slonaker, Mr. Fieger, Dr. Frank, Mr. Harris, Dr. Ikenberry, Mr. Maine, Dr. Malton, Miss Noble, Mr. Printz, Mr. Rider, Dr. Scarborough and Dr. Speg. Meeting: First Monday, 4:10 p.m. — Academic Dean's Office. \*
- FACULTY WELFARE:** Mr. Harris, Mr. Carper, Dr. Cree, Mr. Riley, Miss Sutton, Dr. Sonderegger, and Mr. Thacher. Meeting: First Tuesday, 4:10 p.m. — Mr. Harris' Office. \*
- LIBRARY:** Mr. Maine, Mr. Barker, Miss Dunstan, Dr. Edgell, Dr. Goulding, Miss Noble, Dr. Scarborough, Dr. Simpson and one student representative. Meeting: Third Tuesday — 4:10 Library.
- PUBLIC RELATIONS:** Mr. Coley, Mr. Hafer, Mrs. Knott, Mr. Loudon, Mr. Loughrie, Dr. Moler, Mr. Rider, Mrs. Smith, Mr. Wildeboor, Mr. Wireman and four student representatives. Meeting: Fourth Monday, 4:10 p.m. — President's Office.
- SCHOLARSHIPS, LOANS AND STUDENT ASSISTANTSHIPS:** Mr. Printz, Mr. Egle, Mr. Rider, Dr. Simpson, Mrs. Cullison, Dr. Harry, Dr. Slonaker, Mr. Wildeboor and two student representatives. Meeting: Announced — President's Office.
- SOCIAL FACULTY AND STAFF:** Mrs. Cullison, Mr. Barker, Mr. Fieger, Mr. Loudon, Miss Noble, Mr. Rider, assisted by Faculty wives, Meeting: First Tuesday, 4:10 p.m.
- STUDENT AFFAIRS:** Dean Harry, Mr. Carper, Miss Dunstan, Mr. Fieger, Mr. Riley, Miss Shaw, Mr. Wildeboor, Student Members. Meeting: Second Wednesday, 4:10 p.m. K-24. Ex-Officio members: Dean Cullison, Secretary; Mrs. Bicknell, Mrs. Didawick.
- TEACHER EDUCATION:** Dr. Speg, Dr. Alexander, Dr. Atherton, Dr. Cree, Mr. Harris, Dr. Malton, Dr. Moler, Mr. Riley, Miss Shaw, and Dr. Slonaker. Meeting: Fourth Monday, 4:10 p.m. — Academic Dean's Office. \*

\*Top Policy Forming Committees

### SPECIAL COMMITTEES

- HOMECOMING:** Mr. Harris, Dr. Atherton, Mr. Coley, Mr. Egle, Miss Hughes, Miss Noble. Meeting: Announced.
- AMERICAN EDUCATION WEEK:** Dr. Speg, Mr. Riley, Miss Hammer, Miss Shaw and Dr. Moler.
- LONG RANGE PLANNING:** Dr. Ikenberry, Mr. Egle, Dr. Frank, Dr. Harry, Mrs. Cullison, Dr. Klug, Dr. Slonaker, Mr. Riley. Meeting: Announced — President's Office.

STUDENT CENTER RAMS DEN: Mr. Egle, Mrs. Cullison, Dean Harry, Mrs. Lowe. Meeting: Announced.

LEADERSHIP CONFERENCE: Dean Harry, Dr. Cree, Mrs. Cullison, Dr. Scarborough, Mrs. Smith, Dr. Simpson and students. Meeting: Announced.

A.A.U.W. STUDY: Mrs. Smith, Mrs. Byrer, Dr. Cree, Mrs. Cullison, Dr. Scarborough, Dr. Malton, Dr. Slonaker and Dr. Speg. Meeting: Announced. President's Office.

RAMS DEN COM: Mr. Egle, Mrs. Cullison, Mrs. Lowe.

WOMEN'S RESIDENCE HALL PLANS: Dr. Ikenberry, Mrs. Cullison, Mrs. Bicknell, Mrs. Didawick, Mr. Egle, Miss Noble, Dean Harry, Mrs. Scanlon, Dr. Sonderegger, and two students. Meeting: Announced — President's Office.

STUDENT UNION PLAN: Mr. Egle, Dr. Atherton, Mr. Fieger, Miss Hammer, Dr. Harry, Dr. Klug, Mrs. Lowe, and three students. Meeting: Announced — President's Office.

President is ex-officio member of all committees.



Leadership Conference at Cacapon Park



## COOPERATING LABORATORY SCHOOLS

1959-60

### SHEPHERDSTOWN HIGH SCHOOL

K. W. Eutsler, M. A. ....	Principal
Agnes Calvin, A. B. ....	English
William Coyle, A. B. ....	Biology
Mary Dobbins, A. B. ....	Social Studies
Raymond Frazier, A. B. ....	Music
Jane Grissinger, A. B. ....	English & Social Studies
Gladys Hartzell, M. A. ....	English
Melba Hawkins, A. B. ....	Home Economics
Jane Hunter, A. B. ....	English, Library
Charles Osbourn, A. B. ....	Phys. Ed., Math.
Patricia Rogers, A. B. ....	Commercial
Marsh Myers, A. B. ....	Social Studies
Nevin Strider, A. B. ....	Science
Henry Kramer, A. B. ....	Mathematics

### SHEPHERDSTOWN ELEMENTARY SCHOOL

F. G. Welshans, M. A. ....	Principal
Georgina McKee, A. B. ....	Grades 5 & 6
Mildred Strider, A. B. ....	Grade 5
Mary Emma Conard, A. B. ....	Grade 4
Katherine Rexrode, A. B. ....	Grades 3 & 4
Emma Locke, A. B. ....	Grade 3
Joan Kershner, A. B. ....	Grade 2
Eugenia Lowe, A. B. ....	Grade 2
Janet Bowers, A. B. ....	Grade 1
Virginia Hawn, A. B. ....	Grade 1

### PAGE-JACKSON HIGH SCHOOL

E. M. Dandridge, M. A. ....	Principal
Antoinette Payne, A. B. ....	Commercial
Francetta Gore, A. B. ....	English

### MARTINSBURG SENIOR HIGH SCHOOL

George Whitehair, M. A. ....	Principal
George Whitacre, A. B. ....	Physical Education
Herbert Young, A. B. ....	Music
Mildred Miller, A. B. ....	Music
John Morgan, A. B. ....	Commercial
Catherine Chamberlin, A. B. ....	Social Studies
Mildred Conard, A. B. ....	Library
Eleanor Shirley, A. B. ....	Mathematics

### MARTINSBURG JUNIOR HIGH SCHOOL

Granville Shirley, M. A. ....	Principal
Virginia Dean, A. B. ....	Science
Sula DeHaven, A. B. ....	Social Studies
Virginia Laise, A. B. ....	Social Studies
Nelson Robinson, A. B. ....	Physical Education
Paul Stotler, A. B. ....	Music
Octavia Power, A. B. ....	Home Economics

### MUSSELMAN HIGH SCHOOL

Kenneth Waldeck, M. A. ....	Principal
John Livers, A. B. ....	Music
Mary Michael, A. B. ....	Mathematics
Margaret Tabler, A. B. ....	Commercial



**HARPERS FERRY HIGH SCHOOL**

Carl Auvil, M. A. ....	Principal
Patricia Ring, A. B. ....	Phys. Ed. & English
Margaret Jamison, A. B. ....	Commercial
Charles Kline, A. B. ....	Social Studies
C. C. Arms, A. B. ....	Music
Elizabeth Patterson, A. B. ....	Math. & Science

**CHARLES TOWN SENIOR HIGH SCHOOL**

Edward Rogers, M. A. ....	Principal
Richard Harmison, A. B. ....	Physical Education
Pauline Moore, A. B. ....	Biology
James Tabb, A. B. ....	Mathematics
John Pestun, A. B. ....	Music
Willard Martin, A. B. ....	Commercial

**CHARLES TOWN JUNIOR HIGH SCHOOL**

Roscoe Payne, M. A. ....	Principal
Paul Barr, A. B. ....	Physical Education
Donald Mickey, A. B. ....	Science
James Tabb, A. B. ....	Mathematics
Haynes Davis, A. B. ....	Mathematics

**HEDGESVILLE HIGH SCHOOL**

Robert Kilmer, M. A. ....	Principal
Lyman Burt, A. B. ....	Mathematics
John Kopp, A. B. ....	Science
Joseph Gambino, A. B. ....	Biology
Brockman Winfrey, A. B. ....	Mathematics
Gilbert Miller, A. B. ....	Social Studies
Charles Spencer, A. B. ....	Social Studies
Evelyn Henshaw, A. B. ....	Home Economics
Ann Shipley, A. B. ....	Social Studies

**WILLIAMSPORT (MD.) HIGH SCHOOL**

John Carnochan, M. A. ....	Principal
Evelyn Church, A. B. ....	English
Bertha Britner, A. B. ....	Physical Education
Richard Doub, A. B. ....	Mathematics
Roscoe Spielman, A. B. ....	Physical Education
Robert Wantz, A. B. ....	Biology
Wilda Henry, A. B. ....	English
Mary McGhee, A. B. ....	English

**BOONSBORO (MD.) HIGH SCHOOL**

J. W. Newton, Ed. D. ....	Principal
Joseph Arnold, A. B. ....	Social Studies
Ursula Riley, M. A. ....	Social Studies
Helen B. Harry, M. S. ....	Physical Education
Louise Imler, A. B. ....	Commercial
Alfred Alcorn, A. B. ....	Vocal Music

**SOUTH HAGERSTOWN (MD.) HIGH SCHOOL**

Carl Beer, M. A. ....	Principal
Richard Schultz, A. B. ....	Physical Education
Justin Baer, A. B. ....	Commercial
Elwood Kinney, A. B. ....	Music
Amelia Daniel, M. A. ....	Music

**ANTIETAM STREET SCHOOL (MD.)**

Robert T. Reynolds M. A. ....	Principal
Ethel M. Daubert, A. B. ....	Grade 3
Helen Curfman, A. B. ....	Grade 5 & 6

**LINCOLNSHIRE SCHOOL (MD.)**

Miss Hazel M. Fridinger, M. A. ....	Principal
Ruth E. Jones, A. B. ....	Grade 2
Lillian Forsythe, A. B. ....	Grade 4

**FOUNTAINDALE SCHOOL (MD.)**

Margaret A. White, M. A. ....	Principal
Iris Coffman, A. B. ....	Grade 3
Virginia Cosey, A. B. ....	Grade 5

**NORTH POTOMAC STREET SCHOOL (MD.)**

Frank J. Getty, M. A. ....	Principal
Glada Lee Gates, A. B. ....	Grade 6

**BLUE RIDGE SCHOOL**

C. W. Shipley, M. A. ....	Principal
Maxine Andrews, A. B. ....	Grade 4
Tabitha Carter, A. B. ....	Grade 5
Mary Runion, A. B. ....	Grade 2

**EAST SIDE SCHOOL (SHEPHERDSTOWN)**

John W. Harris, A. B. ....	Principal
Marion Reeler, A. B. ....	Grades 1 & 2
Iria Jean Pendleton, A. B. ....	Grades 3 & 4

**HOOGE STREET SCHOOL (MARTINSBURG)**

Leo Keesecker, M. A. ....	Principal
Dorothy Friddle, A. B. ....	Grade 6
Margaret Welsh, A. B. ....	Grade 1

**JOHN STREET SCHOOL (MARTINSBURG)**

Donald T. Anderson, M. A. ....	Principal
Virginia C. Landis, A. B. ....	Grade 1
Gladys L. Jones, A. B. ....	Grade 4

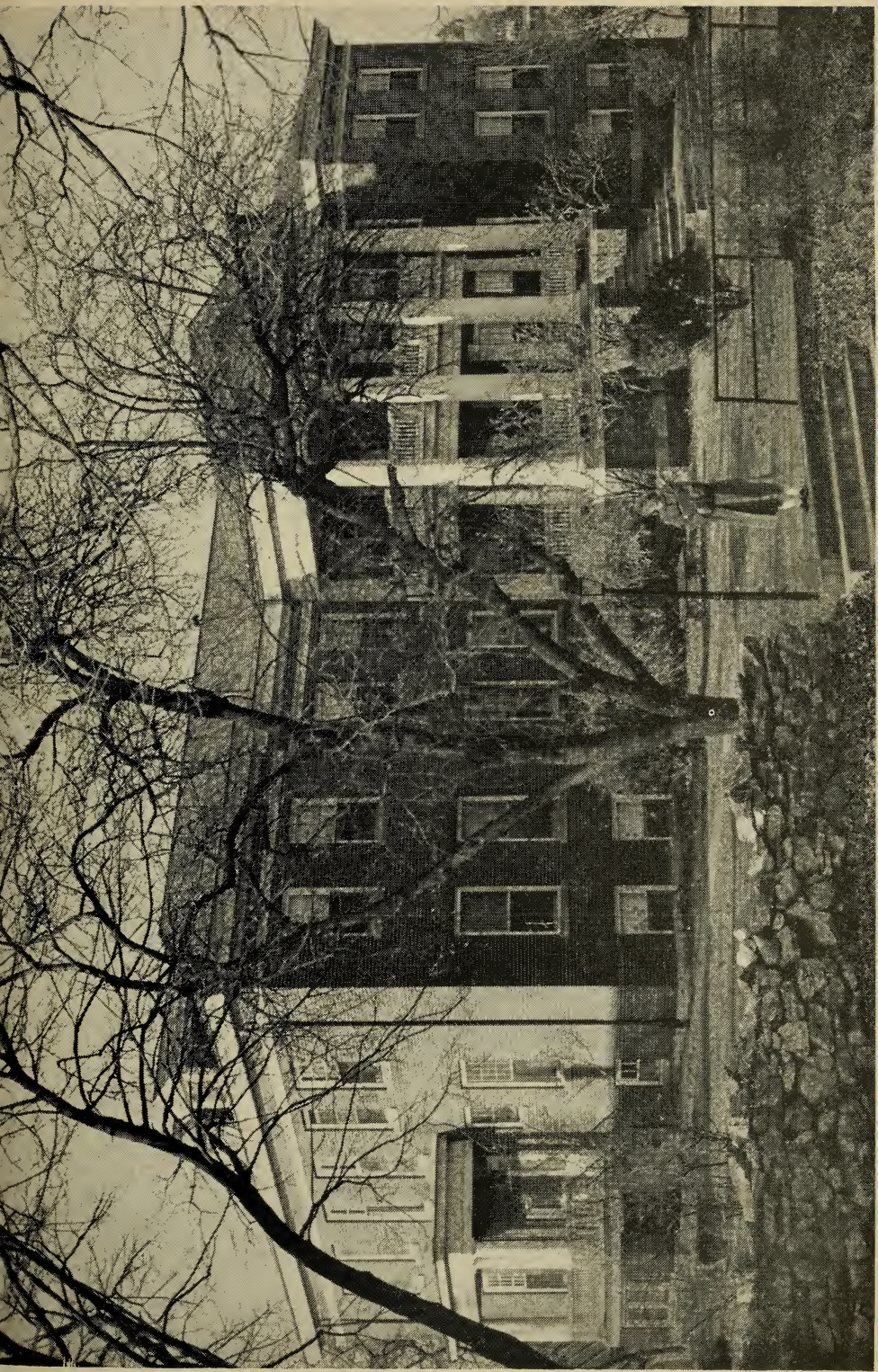
**WINCHESTER AVENUE SCHOOL (MARTINSBURG)**

A. C. Nadenbousch, M. A. ....	Principal
Lucille Craig, A. B. ....	Grade 2
Katherine R. Johnson, A. B. ....	Grade 5

**SOUTH POTOMAC JUNIOR HIGH SCHOOL (MD.)**

Glenn H. Sensenbaugh, M. A. ....	Principal
Douglas Bivens, A. B. ....	Grade 8







## SHEPHERD COLLEGE OFFERS YOU—

- A SHARE IN THE TRADITIONS OF AN ALMOST CENTURY-OLD INSTITUTION.

Since 1871 Shepherd College has been serving the youth of West Virginia and the nation.

- A LARGE CAMPUS IN A SCENIC AND HISTORIC SECTION OF AMERICA.

Shepherd College is located in the scenic Shenandoah Valley in historic Shepherdstown, West Virginia, on the banks of the beautiful Potomac River 65 miles from Washington, D. C.

- A FRIENDLY STUDENT BODY.

A warm welcome will be extended from a friendly student body.

- ASSOCIATION WITH A SCHOLARLY AND SYMPATHETIC FACULTY.

Shepherd maintains a faculty of more than forty instructors who are graduates of the leading colleges and universities, and who are interested in each individual student.

- AN ACCREDITED, STATE-SUPPORTED, CO-EDUCATIONAL, FOUR-YEAR TEACHER EDUCATION AND LIBERAL ARTS COLLEGE.

Graduates of Shepherd College enter the leading professional schools of the nation with full credit.

- THE ADVANTAGES OF A SMALL COLLEGE

The opportunity to become a student leader and to know one's fellow students personally is invaluable to the student.

- AN EXTENSIVE PROGRAM OF STUDENT ACTIVITIES.

Student activities include: athletics, broadcasting clubs, drama, fraternities, sororities, college choir, orchestra, college newspaper and annual, college council, Student Christian Association, and class organizations.

- A COLLEGE EDUCATION AT A PRICE YOU CAN AFFORD.

The cost of a college education at Shepherd is less than at most colleges and universities.

- A BROAD EDUCATIONAL PROGRAM

**Liberal Arts:** A.B. and B.S. Degrees

Art, Biology, Business Administration, Chemistry, Drama, English, History, Home Economics, Languages, Mathematics, Music, Physical Education, Political Science, and Speech.

**Teacher Education:** Elementary and Secondary School.

**Business Education:** Business Administration and Secondary and Secretarial Courses.

**Pre-Professional:** Dentistry, Medical Technology, Physical Therapy, Clinical Pathology, Law, Medicine, Ministry, Nursing, Pharmacy, Social Work and Veterinary.

**Music:** Applied Music, Music Theory, Music Literature, Music Education, Band and Choir.

**Home Economics:** Teaching, Home-making.



## **Section II**

### **GENERAL INFORMATION**

#### **General Statement**

Shepherd College is a recognized, state-supported, four-year, liberal arts and teacher education institution under the supervision of the West Virginia Board of Education. Shepherd College has been serving the youth of West Virginia and the nation since 1871.

#### **An Accredited Institution**

The college is fully accredited by the North Central Association of Colleges and Secondary Schools and the National Council for the Accreditation of Teacher Education. The institution is a member of the American Association of Colleges for Teacher Education, American Council on Education, and the Association of American Colleges. Graduates of Shepherd College enter the leading graduate and Professional schools of the nation with full credit.

#### **Liberal Arts Program**

The college offers five academic degrees, Bachelor of Arts, Bachelor of Arts in Elementary Education, Bachelor of Arts in Secondary Education, Bachelor of Arts in Public School Education, and Bachelor of Science. Instruction is provided in Art, Biology, Business Administration, Business Education, Chemistry, Dramatics, Economics, Education, History, Home Economics, Journalism, Library Science, Mathematics, Modern Languages, Music, Philosophy, Physics, Political Science, Psychology, Radio, Sociology, and Speech.

#### **Pre-Professional Programs**

Pre-professional training is offered for Business Education, Clinical Pathology, Dentistry, Law, Medicine, Medical Technician, Ministry, Nursing, Physical Therapy, Pharmacy, Social Work and Veterinary. Basic training is provided in Agriculture and Engineering.

#### **Teacher Education Programs**

**Professional training** is given for teaching in the elementary and secondary schools. The college recognizes the preparation of teachers as a primary responsibility. Teachers may earn one of the following degrees: Bachelor of Arts in Elementary Education, Bachelor of Arts in Secondary Education, and Bachelor of Arts in Single Curriculum.

### Scenic and Historic Location

The Shepherd College campus is situated on the banks of the beautiful Potomac River in historic Shepherdstown, West Virginia, a typical college community.

Shepherdstown is located at the intersection of highways 45 and 48, eighteen miles south of Hagerstown, Maryland, eight miles west of Martinsburg, West Virginia, thirteen miles north of Charles Town, West Virginia, and thirty-two miles north of Winchester, Virginia.

Students may travel on the Baltimore and Ohio Railroad to Martinsburg, and then take a bus at the Shenandoah Hotel to Shepherdstown, a ride of eight miles. Buses make several trip daily from Martinsburg, Hagerstown, and other nearby places to Shepherdstown.

West Virginia's historic Shepherdstown is near nationally known Harpers Ferry, the Antietam Battlefield, the colonial homes of the Washington family and many interesting places where the history of this great country was made. Shepherdstown is only a few hours' drive from the metropolitan cities of Washington, D. C., Baltimore, Philadelphia and New York. Students have numerous opportunities to visit the metropolitan areas and places of historical significance.

### History of the College

The history of Shepherd College began when the county seat of Jefferson County was moved from Shepherdstown to Charles Town in July, 1871. The people of Shepherdstown and vicinity decided to use the vacated courthouse for educational purposes. An article of incorporation for a school to be known as Shepherd College, designed to instruct students "in languages, arts and sciences," was drawn up and signed by C. W. Andrews, A. R. Boteler, C. T. Butler, G. M. Beltzhoover, David Billmyer, Samuel Knott, and Henry Shepherd. This body of incorporators gave themselves power to elect instructors, pay salaries, and prescribe courses of study. They appointed Professor Joseph McMurran, first principal of the institution, which was opened on September 2, 1871, under the authority of the Board of Trustees, with forty-two students.

On February 27, 1872, the Legislature of West Virginia passed the following Act: "That a branch of the State Normal School be and the same is hereby established at the building known as Shepherd College, in Shepherdstown, in the county of Jefferson."

Shepherd College became a four-year college for the training of teachers on July 1, 1930, and was granted the authority by the West Virginia Board of Education to grant the Bachelor of Arts degree to graduates of the institution. In 1943 the State Legislature enacted legislation providing for a liberal arts college program at Shepherd College. In September, 1950, Shepherd College was authorized to confer the Bachelor of Science degree. In March, 1950, the College was fully accredited by the North Central Association of Colleges and Secondary Schools, and in January, 1951, became a member of the Association of American Colleges.

## STATEMENT OF PHILOSOPHY AND GENERAL OBJECTIVES

Shepherd College is a multiple-purpose state college whose function is to provide educational programs in teacher education, pre-professional training, and liberal arts education.

### Statement of Philosophy:

The faculty of Shepherd College believes:

1. In the dignity and value of human personality.
2. In encouraging and aiding students to understand and seek their highest development.
3. In the co-operative and democratic processes.
4. In complete freedom to search for and to teach the truth, without restraint from political creeds, religious doctrines, economic pressures, or personal biases.

### General Objectives of the College:

1. To offer qualified high school graduates an opportunity to pursue a college education as long as they measure up to high intellectual, moral, and social standards.
2. To provide for each student an environment, facilities, and guidance which will enable him to search for truth, develop an understanding of science and the scientific method, improve skills in oral and written communication, acquire and integrate knowledge, develop analytical and critical thinking, cultivate creative activity, and develop an understanding and appreciation of literature, music, art, the institutions and cultural heritage of mankind in order that he may enjoy his environment and more effectively discharge his responsibilities in the family, community, state, nation, and world in accordance with the best practices of good citizenship.
3. To help each student develop needed competencies and skills in a chosen vocation, occupation, or profession.
4. To aid each student in building mental health and a sound body.
5. To assist each student to formulate a philosophy of life which will give purpose to all that he does.
6. To provide for the students a staff and faculty with training and skills, and competent administrative leaders who operate cooperatively within a framework of democratic and sound administrative practices and procedures.

### **Dedicated to Good Citizenship**

Shepherd College is dedicated to the building of good citizens. When a student enrolls at the college, he has entered into an agreement to abide by all college regulations. Students who enter are expected to conduct themselves as ladies and gentlemen at all times. The college encourages all students to develop and maintain high standards of character and citizenship in their daily living. Any student whose behavior, either on or off the campus, is considered by the college administration to be detrimental to the college or to the student, will be required to withdraw from the college.

### **Educational Services to the Area**

Shepherd College and the West Virginia Department of Education are engaged in a cooperative educational field service program in eight Eastern West Virginia counties as follows: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan and Pendleton. A Coordinator of Educational Field Service provides leadership by assisting the various county school systems to improve their educational program.

### **Summer Session**

The summer session at Shepherd College is an integral part of the college year. All general College requirements relating to high academic standards, sound scholarship and good citizenship are maintained by the faculty. The summer session is organized into two terms. The First Summer Term opens in June and extends for six weeks for five days each week. The Second Summer Term opens in July and extends for five weeks for six days each week.

The Summer Session has the following purposes:

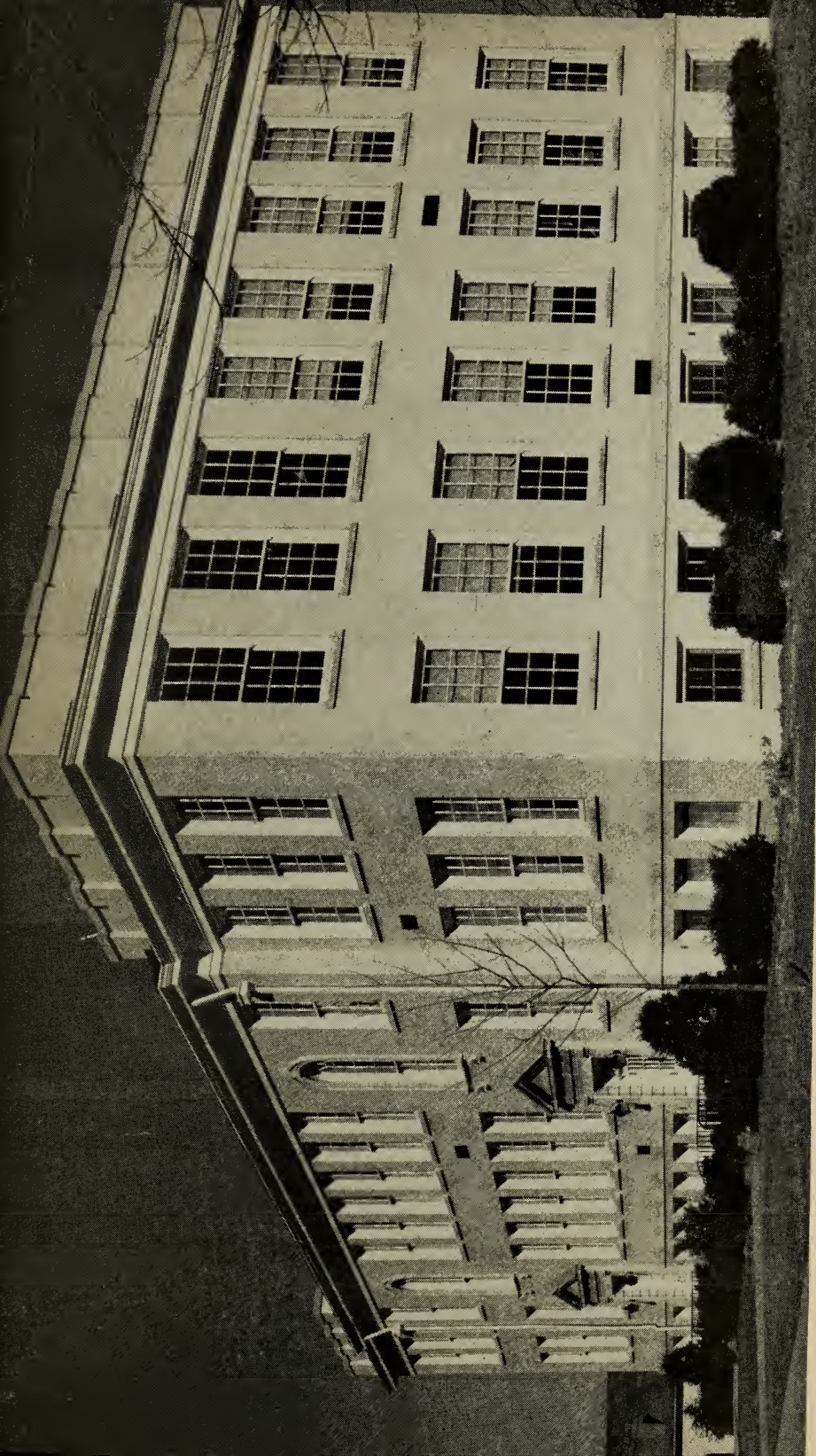
1. To provide college courses for regular college students who desire to accelerate their college education and graduate in three years.
2. To feature special courses, workshop and clinics for public school teachers.
3. To offer regular freshman college courses for high school graduates.

### **College Extension Centers**

Shepherd College extends the educational program to the normal service area of the college by establishing college extension class centers. These centers are organized where fifteen or more students desire a class to be taught by a regular college instructor. Classes meet for a minimum of sixteen clock hours for each semester hour of college extension credit.

Public school teachers are limited to six(6) credit hours per semester and nine(9) credit hours per year. Graduation and certification requirements place a limit of twenty-eight (28) credit hours of extension credit. The tuition rate is \$11.50 per semester hour.





Snyder Science Hall

## SHEPHERD COLLEGE CAMPUS

The campus of Shepherd College comprises an area of approximately thirty acres of rolling, limestone land extending from Main Street in Shepherdstown to the banks of the beautiful Potomac River. The campus provides sites for twelve major academic buildings and residence halls.

**McMurran Hall** is the original Shepherd College building erected by Rezin D. Shepherd in 1860 for community use. This building was transferred by perpetual lease to the Board of Trustees of Shepherd College by Shepherd Brooks, of Boston, on April 21, 1891. The building is named in honor of the "Father of Shepherd College," Joseph McMurran. Music classes meet in this building.

**Reynolds Hall** was erected in 1889 by the citizens of Shepherdstown to be used by the College and the community. It has been redesigned and remodeled for forums, motion pictures, plays, musicals and assembly programs. A Baldwin Organ has been installed in the auditorium to be used for organ concerts and instruction.

**Knutti Hall** is the college administration building, erected in 1904 and named in honor of former President John G. Knutti. The basement floor contains a newly-equipped remote-control radio studio for college broadcasts which are carried over radio stations in Virginia, Maryland, and West Virginia, a bookstore, and a drama-workshop. The first floor contains the Library and the offices of the President, the Registrar, Academic Dean, Dean of Men, Dean of Women, and Business Manager. On the second floor are classrooms, offices, rest rooms, and the new education laboratory and reading clinic.

**Miller Residence Hall** erected in 1915 is a three-story colonial residence hall for women named in honor of former President Thomas C. Miller.

**President's Home**, secured by the College in 1915, is a ten-room house for the President of the College.

**Rumsey Hall** is the former men's residence hall and is now serving as a faculty apartment house.

**White Hall** was erected in 1925 and named in honor of former President W. H. S. White. This building has been recently renovated to provide new facilities for the Business Administration Division.

**Snyder Science Hall** is a three-story building erected in 1942 and named in honor of the late H. L. Snyder. The first floor is devoted to a student center, "The Rams Den," Home Economics, laboratories for foods, dietetics, textiles and clothing, and a unit for geology lectures and laboratory. The second floor has laboratories and classrooms for elementary and advanced biology, a bacteria culture room, museum, a plant room, and an animal room. The third floor has a classroom and laboratories for elementary and advanced chemistry, a weighing room, a classroom, a laboratory for physics, and mathematics.



**College Cafeteria** to the east of the Science Hall was opened in 1948. All dormitory students and commuting students may get their lunch at the cafeteria at a reasonable cost. The cafeteria seats one hundred and fifty persons.

**Social Science Hall** was acquired in 1957 to serve as a classroom building and provides facilities for economics, history, political science, geography, sociology and English classes.

**The Library** occupies an attractive and well-lighted section of the first floor of Knutti Hall. It contains approximately 30,000 well-selected volumes, including reference works, authoritative writings on education, and representative literatures of outstanding modern authors as well as the classics of the past. Approximately 225 general, technical and professional periodicals cover all courses in the curriculum, especially those relating to elementary and secondary education. The Library offers a pleasant environment for study and research. It is open from 8:05 a. m. until 5:00 p. m. every school day, from 9:00 a. m. until noon on Saturday, and on Monday, Tuesday, Wednesday, and Thursday evenings.

**Health and Physical Education Building.** The new \$500,000 Health and Physical Education Building contains two basketball courts, a swimming pool, two classrooms, health center, offices, and athletic facilities. A new **Athletic Stadium** located near the Health and Physical Education Building provides an athletic field for football and track.

**Fairfax Field** lies in the rear of Miller Hall and is used for baseball.

**Men's Residence Hall.** The new \$425,000 men's residence hall is a modern three-story, fireproof structure and provides housing facilities for 150 Shepherd College students. The building is located on a commanding site overlooking the Potomac River.

**Home Management Residence.** A nine-room brick residence has been furnished and equipped to provide home economics students an opportunity to live in the residence to get experiences in home management.

**Women's Residence Hall.** A new Women's Residence Hall will be ready for occupancy in September 1961, that will provide a modern three-story brick structure to house 154 women.

**College Dining Hall.** A new modern College Dining Hall is under construction to accommodate 450 students in September 1961.

130226

RUTH SCARBOROUGH LIBRARY  
SHEPHERD COLLEGE





**Men's Residence Hall, Completed in 1953**



**New Dining Hall and New Women's Residence Hall,  
Now Under Construction**

## Section III

# ACADEMIC POLICIES

### Admission Requirements

#### Admission of High School Graduates:

To be eligible for admission to Shepherd College, the applicant (1) must have graduated from an accredited high school (or institution of equivalent standards as determined by the West Virginia Department of Education) and rank in the upper three-fourths of the graduating class, and (2) must be recommended as a person of good character and citizenship.

#### High School Curriculum Requirements for College Entrance

English .....	4 Units
Social Studies (Am. Hist. 1 Unit) .....	3 Units
Science .....	2 Units
Mathematics .....	2 Units
Foreign Languages (Recommended) .....	2 Units
Health, Physical Education .....	1 Unit
Elective Subjects .....	2 Units
Total .....	16 Units

Effective September 1961. Minutes West Virginia State Board of Education January 12, 1959.

#### Admission of Transfer College Students:

Anyone applying for admission for advanced standing must meet the above entrance requirements and provide an official transcript as evidence that he is in good standing in every respect at the institution last attended. Graduates regionally of accredited junior colleges are assigned a maximum of seventy-two (72) semester hours of credit, and unaccredited colleges are limited to sixty-four (64) hours. A transfer student will not be admitted when his grades are such that he would be dropped from Shepherd College, or if he is ineligible to return to the institution he previously attended. (Out-of-state transfer students are expected to present at least a 2.000 average on their total record.)

#### Admission By Examination

Candidates who are twenty-one years of age and not high school graduates may be admitted on the basis of successful completion of the General Educational Development Test. An approved testing center is located at Berkeley County Board of Education Offices, Martinsburg, West Virginia.

Applicants not ranking in the upper three-fourths of the graduating class may be admitted on the basis of satisfactory scores achieved on the School and College Ability Test and the American Council on Education Psychological Examination.

### Admissions Procedures

1. Application for admission should be made to the Director of Admissions on the application form provided by the Admissions Office or on the form provided in the current catalog, and should be filed at least thirty days prior to the opening of the semester.

2. Upon receipt of the application for admission, the Admissions Office will request certified credentials including a transcript of credits from the secondary schools attended, and in case of transfer students, the official transcript will be required from the Registrar of the institution attended. It is the responsibility of the student to request the transcript from the college.

3. A Room Application and Lease will be sent to the applicant when the applicant indicates the desire for campus housing on the Application for Admission. A ten-dollar (10.00) room deposit must accompany the completed Room Application and Lease when returned to the college by the applicant, if not previously deposited.

4. The applicant for admission will be notified in writing when all credentials and forms have been received and admission has been granted.

5. There will be no refunds after August 1. If a student decides not to enter after that date, he forfeits his \$10.00 deposit.

### **Enrollment Procedures**

Students who have been officially admitted should report on the opening day of a term or semester to the library in Knutti Hall to receive detailed written instruction as to registration procedure. If any work has been done elsewhere, credits should be presented to the Registrar, who will indicate the classification of any student. All students should write out and carry a complete list of their college credits with them when consulting about class assignments. Class Record Books are available at the College Book Store for a nominal fee.

Every student should familiarize himself with the college catalog and all requirements for certificates and degrees, and is held primarily responsible for meeting those requirements.

### **Late Enrollment**

All students are urged to enroll on the official college registration day for the semester or term. Students will not be permitted to enroll after the fifth day of college classes and a ten-dollar (\$10.00) fee will be charged for the first day of late registration (See page 33).

### **College Credit for Military Service**

Institutions of higher learning in West Virginia will grant credit of four semester hours to an individual who presents evidence of having completed successfully, while on active duty, the basic training courses in the Armed Forces. This credit shall be assigned to physical education, hygiene, military training or appropriate electives. The four semester hours allowed for basic or recruit training may be counted as lower division physical education unassigned, or may be counted toward the following requirements: two hours Health Education; two hours First Aid; four hours Recreational Activities; four hours Team Sports. A minimum of one (1) year of military is required for the above college credit.

Correspondence work done with duly accredited institutions of higher learning cooperating with the Armed Forces Institute will be accepted by institutions of higher learning in West Virginia for the amount of credit allowed by the institution with which the credit was earned, but not to exceed 28 semester hours.



### **Auditing College Classes**

A student may audit a college class by registering in the Registrar's Office as an auditor and paying the regular college fees in the Business Office. An auditor is expected to attend class regularly but he is not permitted to take examination for credit at the conclusion of the course or at a later date.

### **Independent Study Program**

To encourage independent reading and a spirit of research, the faculty will admit properly qualified students as candidates for Independent Study in their major fields.

To be admitted to candidacy, a student must satisfy the following conditions:

1. Have a general average of 3.00 in not less than 90 semester hours attempted.
2. Have an average of 3.00 in his major field.
3. Submit, through the Major Professor to the Chairman of the Division concerned, a tentative subject for research together with an outline and explanation of the program of study planned.
4. Have application approved by the Chairman of the Division and the Major Professor.

To receive credit for Independent Study, the student must fulfill the following requirements:

1. Engage in reading and research as directed by his Major Professor to supplement his knowledge from sources not supplied by the courses taken in his major field.
2. Submit, to the Division Chairman with the approval of his Major Professor not later than one week before the end of the semester, the original and two carbon copies of an acceptable research paper embodying the findings of his study.
3. Pass an oral examination on the subject of the research paper before an examining committee consisting of the Major Professor, the Division Chairman, the Academic Dean, and another faculty member selected by the student. In no case shall the examining committee consist of less than three members, one of whom must be the Major Professor, who will act as Chairman.\*

College credit of one (1) to three (3) semester hours will be allowed for Independent Study on the recommendation of the Major Professor with the approval of the Division Chairman.

\*Note: When the Division Chairman and the Major Professor are the same person, another representative from the division will be named by the Division Chairman.

## Section IV

### FINANCES

#### COLLEGE EXPENSES

**Enrollment Fees:**

West Virginia Students:	Semester
Tuition .....	\$ 25.00
Registration Fee .....	50.00
Student Activity Fee .....	12.00
General Laboratory and Library Fee .....	4.00
Student Union Fee .....	5.00
Total .....	\$ 96.00

Non-Resident Students	Semester
Tuition .....	\$175.00
Registration Fee .....	50.00
Student Activity Fee .....	12.00
General Laboratory and Library Fee .....	4.00
Student Union Fee .....	5.00
Total .....	\$246.00

**Fees for Part-Time Students per Semester:**

1 Semester Hour .....	\$19.50	7 Semester Hours.....	\$60.50
2 Semester Hours.....	26.50	8 Semester Hours.....	67.50
3 Semester Hours.....	32.50	9 Semester Hours.....	82.00
4 Semester Hours.....	39.50	10 Semester Hours.....	86.00
5 Semester Hours.....	46.50	11 Semester Hours.....	90.00
6 Semester Hours.....	53.50	12 Semester Hours.....	96.00

**Fees for Part-Time Out-of-State Students per Semester:**

1 Semester Hour .....	\$ 29.50	7 Semester Hours.....	\$143.50
2 Semester Hours.....	48.50	8 Semester Hours.....	162.50
3 Semester Hours.....	67.50	9 Semester Hours.....	232.00
4 Semester Hours.....	86.50	10 Semester Hours.....	236.00
5 Semester Hours.....	105.50	11 Semester Hours.....	240.00
6 Semester Hours.....	124.50	12 Semester Hours.....	246.00

Part-time students pay one-half the regular Student Activity Fee, or \$6.00 per semester, and one-half the General Laboratory and Library Fee, or \$2.00 per semester, and one-half Student Union Fee, or \$2.50 per semester.

**Summer School Fees:**

	Term	
West Virginia Students:	6 Weeks	12 Weeks
Tuition .....	\$15.00	\$30.00
Registration Fee .....	24.00	48.00
Student Activity Fee .....	5.00	10.00
General Laboratory and Library Fee .....	3.00	6.00
Student Union Fee .....	2.50	5.00
Total .....	\$49.50	\$99.00

## Non-Resident Students

## Tuition, Registration Fee, Student Activity, General

Laboratory, Library Fee and Student Union Fee .....	\$92.50	\$185.00
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## Fees for Part-Time West Virginia Students:

1 Semester Hour .....	\$ 15.50
2 Semester Hours .....	22.50
3 Semester Hours .....	28.50
4 Semester Hours .....	41.50
5 Semester Hours .....	45.50
6 Semester Hours .....	49.50
7 Semester Hours .....	(with approval) 53.50

## Fees for Part-Time Non-Resident Students:

1 Semester Hour .....	\$ 25.50
2 Semester Hours .....	44.50
3 Semester Hours .....	63.50
4 Semester Hours .....	84.50
5 Semester Hours .....	88.50
6 Semester Hours .....	92.50
7 Semester Hours .....	(with approval) 96.50

## College Extension Classes

Tuition per Semester Hour .....	\$11.50
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## Other Special Fees:

Transcript Fee (After First Transcript) .....	\$ 1.00
Graduation Fee for Degree .....	8.00

## Special Examination for course credit (Regularly

enrolled students) .....	\$ 3.00
First Day Late Registration Fee .....	\$ 10.00
Second Day .....	12.00
Third Day .....	13.00
Fourth Day .....	14.00
Fifth and Final Day .....	15.00

All tuition and fees must be paid in full at the time of registration.

Auditing a College Course—Same fee as the part-time course fee charged enrollees taking each respective course for credit.

## Dormitory and Cafeteria Rates:

9 Weeks      Semester

Dormitory Room and Key Deposit* .....	\$ 10.00
Room in Dormitory .....	\$36.00      72.00
Board in Cafeteria .....	99.00      198.00
Sales Tax (2 per cent) .....	2.70      5.40
Total .....	\$137.70      \$275.40

\*This deposit is required of all dormitory students and will be returned at the end of the year if the rooms and furniture are left in good condition.

A two percent Consumers Sales Tax is payable on all Room and Board charges.

The college reserves the right to increase board rates to meet rising food costs.



### Payments

"Board and room charges shall be divided into not over two equal installments per semester provided, however, that the business manager of each school is authorized to accept payment for said charges for not less than one month (four weeks) in advance from students who present evidence of genuine financial need and their inability to meet the regular two installments as approved by the board."

The regulations of the West Virginia Board of Education provide that "No financial credit of any type shall be extended to any individual either student or other, at any state college or institution. All college and institutions shall operate on a strictly cash basis with all payments and obligations being collected in advance."

Student charges are payable at the time of enrollment for each semester. The College will withhold the student's grades, transcripts of credit, diplomas, and official reports about the student's record as long as the student has a financial or any other type of obligation due the college.

All board and room charges must be paid in advance by the first day of the nine-week period before a new cafeteria ticket will be issued.

Students absent from the campus seven or more days in succession because of illness or other excusable reasons will not be charged for meals, but no deduction will be made for room rental during the absence.

Student employees of the College will also be required to make payments according to schedule set-up for the other students. Each student employee will receive monthly payment by State of West Virginia for work performed during the previous month.

Students in debt to the college for a previous semester or term will not be permitted to enroll until all obligations have been paid.

### Approved Definition of Residence

"The residence of a person under twenty-one years of age is fixed by the residence of his parents, bona fide guardian, or the parent with whom he makes his home."

Note: A person named as guardian for the purpose of obviating this provision is not a bona fide guardian. A declaration of intended residence in the State of West Virginia shall not constitute citizenship within said State for the purpose of establishing residence under this provision.

"A resident student is one whose actual bona fide residence is within the State of West Virginia. A person who resides in another state and comes into West Virginia for the purpose of attending school, or for any other temporary purpose, must pay the tuition fee fixed for a non-resident student."

A student classified as a non-resident at the time of first registration in a state college, is considered a non-resident for fee purposes throughout his years as a student in a state college, unless his parents move to and establish a home, permanent abode and legal domicile in the state for twelve (12) consecutive months immediately prior to his registration in a state college. If the status of a student is thus properly changed from a non-West Virginia to a West Virginia student, his classification may not be changed until the next registration period.

"A student who is 21 years of age or over may be classified as a resident if (1) his parents were residents of the state at the time he reached his majority or (2) who, while as adult, has established a bona fide home, permanent abode and legal domicile for at least twelve (12) consecutive months immediately preceding his first or initial registration. The Registrar of the college is officially responsible for enforcing residence regulations."

### Refunds

Refund policy for Tuition, Laboratory and Student Activity Fees:

18 — weeks semester:

During 1st and 2nd weeks .....	90%
During 3rd and 4th weeks .....	70%
During 5th and 6th weeks .....	50%
Beginning with 7th week .....	No refund

6 — weeks summer term:

During 1st week .....	90%
During 2nd week .....	70%
During 3rd week .....	50%
Beginning with 4th week .....	No refund

Board and Room payments will be refunded beginning the next full week following the date of withdrawal from the college.

All refunds must be approved by the Academic Dean and Deans of Students.

### College Book Store

New and used textbooks are available in the College Book Store. Students should not purchase new books until they have enrolled and been assigned to their courses. Students of the more advanced classes frequently have second-hand books for sale at a reduced price.

A Used Book Exchange is operated for the sale and purchase of used books for the convenience of the student body.

### Shepherd College Foundation, Incorporated

The Shepherd College Foundation is incorporated under the laws of the State of West Virginia and has been approved by the West Virginia Board of Education to provide an opportunity for alumni, former students, and friends of education to make tax-exempt contributions to Shepherd College.

The Foundation enables the college to receive gifts, donations, and bequests from wills and endowments. Funds will be provided for scholarships, loan funds, buildings and equipment, establishment of memorials, scientific research, library books, and general educational purposes.

The Foundation is administered by a Board of Directors. Records are kept in the College Business Office and subject to an annual audit by the State Tax Commissioner.

All contributions are deductible for Federal Income Tax and should be made payable to the Shepherd College Foundation, Inc. and sent to the President of Shepherd College. For persons desiring to make bequests in their wills the following legal forms may be adapted for this purpose:

"I hereby, give, devise and bequeath to the Shepherd College Foundation, Inc. located at Shepherdstown, West Virginia the sum of ..... dollars to be applied to the general uses and purposes of the college (or other designation).

Donors may also make the Shepherd College Foundation, Inc., the residuary legatee of their estates as follows:

"All the rest, residue and remainder of my estate, real and personal, I hereby give devise and bequeath to the Shepherd College Foundation, Inc."

All gifts and bequests will be used as the donor directs. Communications concerning gifts and bequests should be addressed to the President of Shepherd College.

## Section V

### STUDENT PERSONNEL SERVICES

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The Deans of Students are charged with the responsibility for co-ordination and general guidance of student life outside the classroom.

Student Personnel Services are concerned with all phases of the lives of all students, and should not be associated only with "those who have problems." Where special difficulties exist, the Deans of Students enlist all of the resources of the College to assist individuals or groups to identify and solve their problems.

Those in charge of personnel services are professionally committed to a point of view which respects the dignity, intelligence, and confidence of individuals. It is their aim to encourage students to initiate contacts with the Deans whenever such association would be helpful. They serve as liaison officials between students and faculty by interpreting student needs to the faculty and assisting students to make the best use of faculty resources.

The efficiency of the Student Personnel Services depends upon the close cooperation of students, faculty, and administrators. These Services are under critical study and constant evaluation in order to serve Shepherd College students more adequately.

### SOCIAL POLICY

All students are expected to observe standards of good taste, appropriate dress, personal appearance, manners and good citizenship at all times. On the subject of conduct the State Board of Education has ruled as follows: "The regulations of the college shall require from every student decorous, sober, and upright conduct so long as he remains a member of the college student body, whether within the college precincts or anywhere else. The president and faculty shall have authority to formulate specific regulations for the administration of this provision." All students are expected to be familiar with and governed by the following regulations.

1. The use or possession of alcoholic beverages or narcotics at any college function or in any college building or at any event involving college students either off or on the campus is prohibited. Establishments serving alcoholic beverages are considered out of bounds for college organizations and students.

2. Dishonest work on examinations, tests, or quizzes, including giving or receiving information, using books, papers, or notes, unless authorized, will result in disciplinary action. The minimum penalty shall be loss of credit in the course when recommended by the Administrative Council. (An "F" resulting from dishonesty shall be so recorded on the student's permanent record.)

A student's name on any written work is assumed by the college to guarantee that the thoughts and expressions not expressly credited to another are literally his own. Receiving help in the writing or revising to the extent that it destroys the original character or individual style is considered dishonest. The penalty is the same as for cheating on examination.

False or misleading information on application, registration, dormitory sign outs, or any other college record forms is considered falsification of records. Such offense is likely to result in dismissal from the college.



3. Violations of federal, state, or local laws are considered violations of college regulations.

4. The storage or use of firearms or explosives on the campus is forbidden.

5. Gambling in any form on college premises is forbidden.

6. Theft or breakage of college property will be charged to those responsible.

7. The State Board of Education has ruled that hazing in any form is prohibited at Shepherd College. The term hazing is defined as: To subject to cruel horseplay; to harass or punish by the imposition of excessively heavy or disagreeable tasks; to frighten, scold, beat or annoy by playing abusive tricks upon an individual. Violation of this provision may result in expulsion of individuals and suspension of organizations involved.

The college authorities assume that students are capable of mature judgment and that they come earnestly desirous to prepare themselves for useful and honorable careers in life. The aim of the faculty is to lead students to cultivate habits of study, application, self-control, a high sense of honor, truthfulness, and an interest in maintaining the purity of the moral atmosphere of the college. Those who are not disposed to support heartily a sentiment of this kind should not apply for admission. The college reserves the right to take appropriate action, including separation from the college, for violations of accepted standards.

## FINANCIAL AIDS

Shepherd College has established various types of financial aids to assist the student in obtaining a higher education. These financial aids include scholarships, loans, and part-time employment. Consideration for an individual selection for financial aid will be made on the following basis: (1) Outstanding scholarship, (2) Good character, (3) Financial need and (4) Qualities of leadership, personality, and service. Students on academic or social probation forfeit their awards during their probationary periods.

Application for financial aids should be made to the Dean of Students.

### Scholarships

#### C. H. Musselman Foundation Scholarships

Through the generosity of the C. H. Musselman Foundation four (4) scholarships have been established valued at \$2980 each, with one new scholarship to be awarded each year covering tuition fees, board and room for a period of four (4) years at Shepherd College. Candidates for these scholarships should be high school seniors outstanding in scholarship, character, leadership and service at the C. H. Musselman High School, Inwood, West Virginia, and be a member of a family engaged in the apple producing or processing industry.

#### Ella May Turner Memorial Scholarships

The late Miss Ella May Turner, Professor of English at Shepherd College, provided for the establishment of a trust fund to be administered by the Old National Bank, Martinsburg, West Virginia. The income from this fund is used annually to provide scholarships for outstanding young men and women from Eastern West Virginia to attend Shepherd College.

#### Dr. J. O. Knott Scholarship

The late Reverend J. O. Knott, D.D., a Shepherd College alumnus of the Class of 1875, provided a scholarship valued at approximately \$40 annually for the winner of the Bible Essay Contest.

### **Jefferson County Scholarships**

The Jefferson County Sesqui-Centennial Association has established a scholarship to be awarded annually to an outstanding graduating senior from each of the Jefferson County High Schools located in Charles Town, Harpers Ferry and Shepherdstown. These scholarships provide tuition for the freshman year at Shepherd College. Students interested in applying for this scholarship should see their high school principal.

### **P. S. Scholarship Fund**

Through the generosity of a good friend of Shepherd College, a sum of \$500 annually has been made available to assist worthy high school graduates outstanding in scholarship, character, leadership and service to attend Shepherd College.

### **Claude E. Benedum Foundation Scholarships**

The Claude E. Benedum Foundation of Pittsburgh, Pennsylvania, has established a scholarship fund at Shepherd College to aid worthy West Virginia high school graduates to attend college. Each high school principal in Eastern West Virginia is requested to recommend an outstanding senior ranking in the upper twenty-five per cent of the graduating class for a Freshman Honor Scholarship that covers all tuition charges for the freshman year.

### **Charles Town American Legion Scholarships**

The Jackson Perks Post No. 71 of the American Legion of Charles Town, West Virginia, awards annually two four-year scholarships to graduates of Charles Town and Harpers Ferry high schools. These scholarships are awarded on the basis of relationships to World Wars I and II veterans for high scholastic averages. This scholarship provides for the payment of tuition and fees for four years.

### **Tau Kappa Epsilon Fraternity Scholarship**

The alumni of the Tau Kappa Epsilon Fraternity have established a memorial scholarship valued at fifty (\$50) dollars to be awarded by the Fraternity to an outstanding young man each year.

### **AAUW Scholarship**

The Shepherdstown Branch of the American Association of University Women has established a scholarship valued at \$50 to assist an outstanding junior or senior woman to attend Shepherd College.

### **George White Memorial Band Scholarship**

The George White Memorial Band Scholarship was established by the Student Senate of Shepherd College as a memorial to one of the outstanding band students. This scholarship provides tuition for the freshman year for an outstanding music student.

### **West Virginia Legislature Scholarships for Teachers**

During the 1957 session of the West Virginia Legislature an appropriation was made to provide 100 teacher-education scholarships valued at \$500 per year for four (4) years. These were established to provide urgently needed elementary and secondary teachers for the State. Recipients of these scholarships may attend Shepherd College or any other West Virginia College engaged in teacher education and agree to teach in West Virginia for four (4) years. Applicants should apply to their high school principal.

### **West Virginia Board of Education Teacher Scholarships**

The West Virginia Board of Education has authorized Shepherd College to grant ten (10) — five (5) elementary and five (5) secondary — teacher scholarships each academic year, covering all tuition and fees for four consecutive years following graduation from high school, to be based upon

scholarship, personality, teaching aptitude and economic status. Each recipient pledges to teach four years in the public schools of West Virginia.

#### **West Virginia Board of Education Speech and Essay Scholarships**

The West Virginia Board of Education awards a four-year scholarship to State Colleges to the winners of the various district speech contests sponsored by the American Legion, and the district winners of the Veterans of Foreign Wars' Essay Contest each year.

#### **Raymond Baby Scholarship Fund for Freshmen**

Four tuition scholarships are available each year to outstanding high school graduates entering the Freshman Class at Shepherd College. These scholarships are made available by a bequest made by the late Raymond Baby of Shepherdstown to encourage worthy students to attend Shepherd College.

#### **Alpha Psi Omega Scholarship**

The Alpha Psi Omega offers an annual scholarship to an outstanding freshman student interested in dramatics.

#### **Phi Sigma Chi Sorority Scholarship**

This sorority has established a scholarship to assist an outstanding freshman woman to attend Shepherd College.

#### **Alpha Sigma Tau Sorority Scholarship**

The Alpha Sigma Tau Sorority has established a scholarship to assist an outstanding freshman woman to attend Shepherd College.

#### **Phi Sigma Epsilon**

Each year in accordance with its principles of service to education in general and to the college in particular, the Phi Sigma Epsilon Fraternity awards one fifty-dollar (\$50) scholarship to a Shepherd student. This scholarship is awarded to the winner of a talent program which is held each spring in Reynolds Hall on the Shepherd College campus.

#### **Washington Semester Scholarship**

For the past six years the Department of Political Science has awarded a one hundred and twenty-five dollar (\$125) scholarship to the student selected by the Division of Social Sciences to represent Shepherd College in the Washington Semester Program, American University, Washington, D. C. This sum provides tuition for a semester of special study in the nation's capital.

#### **Shepherd College Alumni Association Scholarship**

The Shepherd College Alumni Association has established a scholarship program to encourage students with outstanding records of scholarship, character and leadership to attend their alma mater.

#### **Additional Scholarships and Assistance**

Sons and Daughters of Deceased War Veterans. For information write to the Department of Veterans Affairs, Charleston, West Virginia.

Physically Handicapped Students. For information write to the Division of Vocational Rehabilitation, State Board of Education, Charleston, West Virginia.

### **Student Loan Funds**

#### **Shepherd College Student Loan Fund**

This fund was established in 1917 by gifts from the late Miss Ella May Turner, the Class of 1917 and the faculty. Since that time, there have been many contributions made to this fund.



The purpose of the Student Loan Fund is to provide small short-term loans to assist students in meeting their financial obligations. During each academic year the student loan fund assists more than 100 college students. Students interested in securing loans should get in touch with the Dean of Students.

#### **Claude Worthington Benedum Loan Fund**

The Claude Worthington Benedum Loan Fund is available to residents of West Virginia of good character who demonstrate a need for financial assistance.

#### **Educational Loan Funds for College Students**

The following organizations have established educational loan funds for worthy students interested in attending college that are available at reasonable terms: Knight Templar, West Virginia Federation of Women's Clubs, Martinsburg Rotary Club, Shenandoah Valley Chapter, National Society, Daughters of American Revolution.

#### **National Defense Students Loans**

This fund was established by the Federal Government in an agreement with Shepherd College. In the selection of students for loans, special consideration shall be given to: (a) Students with superior academic backgrounds who express the desire to teach in elementary or secondary schools, and (b) Students whose academic backgrounds indicate superior capacity or preparation in science, mathematics, engineering or a modern foreign language.

Loans from this fund will be available only to full-time students in good standing. A freshman must have ranked in the upper quarter of his high school graduating class. Other students must maintain a 2.5 semester and all-college point average and make normal progress toward the degree for which they are working.

The specific amount to be loaned to any student will be determined on need, availability of funds and evaluation of scholastic ability.

All loan applications and promissory notes for minors must be co-signed by a parent or guardian.

Loans must be used for legitimate educational purposes, such as room, board, tuition and books.

The National Defense Educational Act of 1958 requires that before obtaining a loan each student must sign a loyalty oath and affidavit.

#### **PART-TIME EMPLOYMENT**

Some students earn all or part of their expenses. The Dean of Students administers the student assistantship program, which consists of grants-in-aid for a limited number of students for services performed for the college. The Office of Dean of Students also serves as clearing house for students seeking off-campus employment and employers seeking the services of students. Supervisors of campus projects (librarian, cafeteria director, business manager, superintendent of buildings and grounds, etc.) call upon this office for referrals to positions which may be open. Any student on academic or social probation will not be granted student employment by the college during the probationary period.

### **LIVING ACCOMMODATIONS**

#### **RESIDENCE HALLS**

At Shepherd College the student housing units are thought of as an integral part of the educational program. Here, housing units are thought of as more than merely places in which students eat and sleep; they are considered to be living units in the true sense of the term. With this philosophy, life in the residence halls is carefully supervised, not for the sake of imposing discipline, but for the sake of teaching self-discipline.

on the part of the residents. In these residence halls, the surroundings are such as to cultivate good taste and good social manners. Activities, programs and counseling services are planned and carried out for the purpose of teaching individuals how to live happily and comfortably within groups.

Life in college housing can be as pleasant as the individual student makes it. It can be more—it can be a useful and helpful experience, as much a part of college as study and recitation, contributing to the sound education of American young people for effective citizenship.

All students, except those who live at home, are required to live in a college residence hall and to board in the college cafeteria unless excused by the Dean of Students. Organizations or groups are not granted permission to operate housing facilities. If accommodations are not available in college residence halls, the student will be referred to private homes which have been approved by the college. Priority will be given first to seniors, then to juniors followed by sophomores for referral to community housing. All single freshmen not living with their parents will be required to live in college housing.

Parents may visit college residence halls at any time and may take meals in the college cafeteria at a fixed charge per meal.

A room deposit fee of ten dollars (\$10.00) must accompany each residence hall application or application for admission to the college. The room deposit is retained by the Business Office from one school year to the next, unless a refund is authorized by the Dean of Students or Associate Dean of Students upon termination of residence. Room assignments will be made in order of application. The college reserves the right to assign residents to rooms. All fees are payable in advance at the time of registration. Students lease housing for the school year and are required to occupy that housing for the remainder of the school year.

The residence halls have specific standards designed to assist their residents in group living and citizenship education. By accepting a room reservation in the residence hall, students consent to an agreement with Shepherd College that they will obey the rules and regulations and will not conduct themselves in any way that will infringe upon the rights and privileges of the group. Students living in the residence halls are expected to be familiar with the regulations printed in the Student Handbook.

Many of the residence hall rooms are double rooms, the remainder triple. They are furnished with single beds, dresser, chests, and desks. Students supply bed linens (a rental plan is available), towels, blankets, spreads, curtains, rugs, and accessories to suit their tastes.

## OFF CAMPUS HOUSING

No single students will be permitted to live in other quarters until after the college residence halls are fully occupied. Students who are unable to secure a room in a college residence hall will be referred to private homes approved by the college. Privately owned homes in which students room or board are subject to periodic inspection and official approval. The college authorities will cooperate with such home owners in the enforcement of the same regulations which prevail in college residence halls.

## **Orientation to College**

All new students accepted for admission for the fall semester are expected to be present on campus for Orientation Week. Activities of this week are designed to help the student in his adjustment to the campus and community, and to provide a basis for a satisfactory transition to college work. Included in the week's activities are guidance examinations, consultations with departmental advisers and faculty members, lectures and conferences covering various phases of academic and extracurricular activities.

## **Student Counseling Services**

The counseling program is designed to provide every student with a faculty adviser with whom he or she may feel free to discuss academic, educational, vocational, or personal problems. The Dean of Students coordinates the program and is always available to help students and faculty members in meeting the problems faced by students in adjustment to college life.

Each student is assigned a faculty adviser at the beginning of the school year. These advisers are available for the arranging of courses of study. Their approval of the student's class schedule is necessary before registration can be completed. Advisers will usually be members of the department in which the student is majoring and may be of special service in aiding the student in his academic program.

All members of the faculty are available and will gladly give time for advice. Each instructor is expected to post on his office door the schedule of times when students may obtain counsel.

Each resident counselor of the college residence halls has student counselors under his supervision. The student counselor is an undergraduate assistant chosen for his experience and maturity to assist the resident counselor with the residence hall program.

All new students are required to take a series of guidance tests. The guidance examination results provide the counselor and the student with information about the student's aptitudes, abilities, and interests. This information will assist them in making a wise selection of an academic program. Guidance examinations are administered to the student during Orientation Week.

## **STUDENT ACTIVITIES**

### **Eligibility for Activities**

To be eligible to represent the college in public appearance, a student must be enrolled as a full-time student in the college. The records of those students whose status is questionable should be checked at the Office of the Dean of Students before participation.

To hold an elective or appointive office or to become a member of a recognized student organization (including fraternities and sororities), a student must be enrolled in the college for at least twelve semester hours and must have grade point average of C for the previous semester and for his entire college program. This grade point average requirement does not apply to those organizations which have higher requirements.

The rules and the policies of the West Virginia Intercollegiate Athletic Conference govern participation in intercollegiate activities.



## STUDENT GOVERNMENT AND ACTIVITIES

All students are urged to be active participants in the conduct of student affairs. Opportunities are numerous for demonstrating leadership, and for electing representatives to student government bodies. Residence Hall councils have some responsibilities in regulating student life there, and each student has a voice in making policies as well as in electing the members to the Student Senate.

Student organizations and activities are coordinated by the Office of the Dean of Students and the Student Senate, representing the students of Shepherd College as set forth in its constitution.

The various organizations provide excellent educational experiences for developing qualities of leadership, good citizenship and character. All students are encouraged to actively participate in the various student organizations. To prevent a few students from holding the major offices of a number of organizations, a student may hold only one major office in a college organization each year. New organizations are chartered by application to the Student Affairs Committee and approved by the Administrative Committee and the Student Senate.

All organizations are under the supervision of the college and are subject to general college regulations. All organization activities are held on the campus and scheduled on the college calendar. Organizations desiring to meet off-campus must secure advance approval and meet in a college-approved location.

A college faculty member is appointed or elected to serve as an adviser to each student organization. The faculty adviser attends all organization meetings and is responsible to the college. The officers and members of each organization are expected to cooperate at all times with the faculty adviser.

### GOVERNING GROUPS

Student Senate

Panhellenic Council

Interfraternity Council

### Fraternities

Phi Sigma Epsilon,  
Sigma Chi Chapter

Tau Kappa Epsilon,  
Epsilon Xi Chapter

### Sororities

Alpha Sigma Tau, Chi Chapter

Phi Sigma Chi

### Honor Societies

Kappa Delta Pi (Education, Delta Psi Chapter, 1939)

### Professional Fraternity

Alpha Beta Alpha (Library Science, 1958)

### Recognition Societies

Alpha Psi Omega (Drama), Alpha Chi Cast

### Publications

Picket (Newspaper — Cohongoroota (Yearbook)

### Special Interest Groups

Band, Instrumental Music	Beta Chi Phi Mu, a science academy
Circle K Club, a service organization	choir, vocal music
Home Economics Club	4-H Club
M.E.N.C. (Music Educators National Conference)	International Relations Club
	Student National Education Association, Cohongoroota
Veterans Club	Chapter

### Class Organizations

Freshman	Junior
Sophomore	Senior

### Athletic Club

Rams Club — Varsity lettermen

### Religious Organizations

Christos Adelphos, for students preparing for full-time minis- try, nonsectarian	Student Christian Association Westminster Fellowship (Presby- terian)
Methodist Student Movement	Newman Club (Catholic)

### Social Probation

Any student whose conduct either on or off the campus, is considered by the administration and faculty to be detrimental to the student or the college may be placed on social probation. Students placed on social probation will not be granted scholarships, nor part-time employment and will not be permitted to hold office or officially represent the college.

If a student fails, during the period of probation, to conform to the ideals, standards, and regulations of the college, he may be dismissed from the college.

### Religious Life

Shepherd College is committed to the Christian approach to living and the values implicit in Christian doctrine. Students and faculty are encouraged to be active in the work of the church of their choice in the community. Shepherdstown has seven churches: Baptist, Catholic, Episcopal, Lutheran, Methodist, Presbyterian and Reformed Churches.

An active nonsectarian Student Christian Association at the college is affiliated with the national movement of the same designation. Opportunities for religious counseling are provided by the members of the local Ministerial Association. A posted schedule tells students when individual clergymen are available for conferences on the campus. The college Calendar and Assemblies Committee select outstanding leaders in the field of religion to speak at student convocations. The freshman orientation class gives consideration to the problems of religious adjustment for college students.





### College Cultural Activities

From the formal convocation opening the college year to the impressive commencement exercises closing the academic year, Shepherd College students are provided with a calendar of cultural enrichment events.

Outstanding cultural and educational programs have been presented in college assembles and evening concerts that featured the Temple University Choir, the Virginia Symphony Orchestra, Richmond, the Alabama String Quartet, and a number of outstanding personalities speaking on subjects of general student interest.

Reynolds Hall Little Theatre has featured a number of student dramatic and musical productions including "Plain and Fancy," and "The Bishop Players," a professional dramatic group. The Music Department presented Handel's "Messiah" and a number of student musical recitals and special musical programs during the year. For the past five years a "Fine Arts Festival" featuring the best in art, music, drama, and physical education has brought a week of cultural enrichment to the campus.

Reynolds Hall is equipped with high fidelity tone quality equipment for playing recordings and transcriptions. Outstanding cultural motion pictures are presented according to student interest.

### College Assemblies

At a college assembly, held each Wednesday morning at 10:10 a.m. there are special entertainment numbers, visiting speakers, and programs prepared by student groups.

These assemblies are part of the Freshman Orientation Course and all Freshmen are required to attend. All upperclass students are expected to be present at these assemblies.

### Health Services

The Shepherd College Health Center is located in the southeast wing of the Health and Physical Education Building. It consists of two adequately equipped health service rooms and a waiting area. The Health Service staff consists of a registered nurse, who is on duty each school day, and a physician who is available at his office near the campus. The nurse and physician are subject to call when services are needed.

A health examination is given to each freshman and transfer student during their Orientation Week. Students are assigned to the required physical education classes according to the results of the health examinations. The health examination includes the following: medical, dental, and physical examinations. Students found to be in need of medical care are referred to their family physician. Follow-up work on these cases is carried out by the college nurse. Students are requested to report any illness or source of infection immediately.

All new students, including transfers, who miss the physical examination during Orientation Week will be required to have the physical examination done at their own expense prior to October 1st of each year. The college nurse will provide the physical examination card to be used.

Illness developing during the night should be reported to the Resident Counselor. Continued illness should be reported by the Resident Counselor to the college nurse.

Students absent from classes due to illness should bring a certificate from the attending physician, or a statement from their parents, to the college nurse. The College Health Service is not authorized to issue excuses for illness which has not been treated by the college nurse or physician.

Shepherd College will not assume financial responsibility for medical treatment beyond the regular services of the college nurse and physician. In case of serious illness, the student may be hospitalized in the King's Daughters and City hospitals of nearby Martinsburg; or parents are requested to take the student home to their family physician.

Special health services are available to veterans at the Veterans Administration Center, Martinsburg, West Virginia.

Special psychological and psychiatric services are available to all students when recommended through the Guidance Clinic of the Tri-County Health Department, Martinsburg, West Virginia.

Students will have an opportunity on registration day to take advantage of an economical accident and health group insurance plan with The Educators' Mutual Life Insurance Company. A representative of the Company will be on campus during Orientation Week. Students are encouraged to participate in this plan.

### **Motor Vehicle Registration**

A resident student who wishes to keep an automobile on the campus or in Shepherdstown may do so only with the permission of the Dean of Students. **Freshmen resident students are not permitted to have automobiles.**

Shepherd College students who operate any motor vehicle on or near, or to and from, the campus are required to register the motor vehicle during registration for classes in the fall. Students may be denied permission to drive vehicles, for social or pleasure purposes, by the Deans of Students.

Students on academic and social probation may be denied use of an automobile.

### **Placement Bureau**

The College maintains a placement service to assist recent graduates and former students of the college in obtaining positions. Prospective graduates are asked to register with the Bureau early in the semester of graduation. Former students of the college who desire the services of the Bureau are requested to register as early in the year as possible. The necessary blank forms may be secured by correspondence or conference with the Director of the Bureau.

School officials and representatives of government, business and industry are encouraged to use the Bureau in filling positions. They will be supplied confidential information about qualified candidates. Every effort is made to assist students in finding positions for which they are qualified,

and to secure advancement for former students. No fee is charged for this service.

Letters should be addressed to the Director of the Placement Bureau, Shepherd College, Shepherdstown, West Virginia.

### **Athletics**

**Intramural Sports**—Men and women are given an opportunity to participate in a broad and varied program of intramural sports. This program is in operation throughout the school year.

**Intercollegiate Athletics**—Shepherd College sponsors athletic teams in football, basketball, baseball and swimming. They compete with member colleges of the West Virginia Intercollegiate Athletic Conference and Colleges in the tri-state area. There are also opportunities for participation in track, golf and tennis.

### **A Statement of Athletic Policy of Shepherd College General Statement**

We believe that athletes should be treated as all other students in reference to admissions, scholarships, program of study, part-time employment, eligibility and participation in activities representing Shepherd College.

#### **Purposes of Shepherd College's Athletic Program**

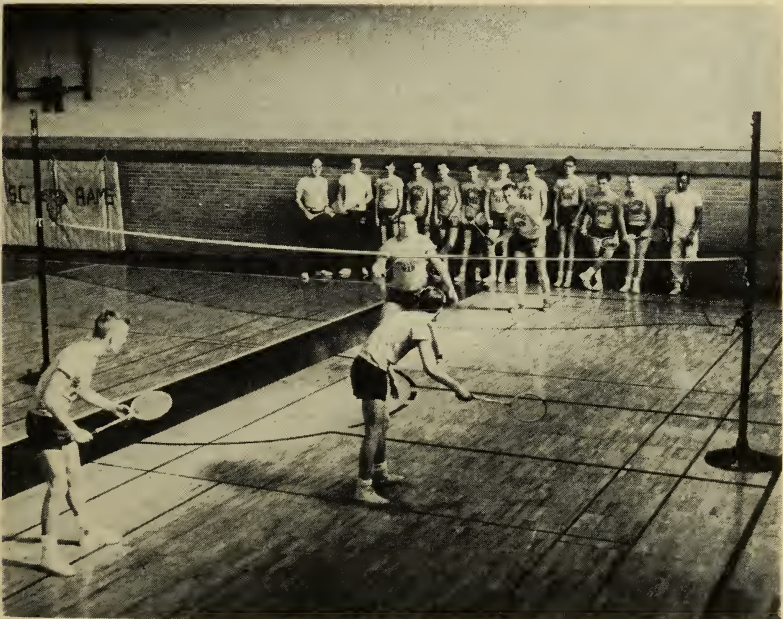
1. To provide friendly competition and cooperation with other colleges and universities.
2. To develop the physical, mental, emotional, social, and moral well-being of each participant.
3. To stimulate participants to a high calibre of citizenship.
4. To furnish vicarious recreative value to college students, faculty, and community.
5. To provide practical experiences for careers in coaching and teaching sports.

In order that the College may continue to carry on intercollegiate athletic programs pursuant to policies recommended by the North Central Association of Colleges and Secondary Schools, the following minimum standards have been specifically approved by the college:

1. The control and primary responsibility for the conduct of the intercollegiate athletic program is exercised by the President upon the recommendation of the Athletic Committee, which is composed of representatives of the faculty and the student body.
2. The members of the coaching staff are regularly constituted members of the faculty and have the same professional status and tenure as other faculty members. The method of appointment, salary, and qualifications for membership on the faculty are similar to those of other faculty members.
3. Students who plan to participate in athletics are admitted by the Committee on Admissions and Credits on the same basis as other students. Athletes are required to maintain the same academic standards as non-athletes.



4. The award of any student aid, student loan, or student employment to an athlete is made through the regular agency of the college for granting of aid to all students. Such aids are awarded on a basis which will not discriminate for or against presumed or recognized athletes. An athlete is required in employment to give full and honest return for pay received.
5. All athletic funds are handled by the Business Manager of the college. An audit of the receipts and disbursements of these funds is made annually by the auditors of the West Virginia Tax Commissioner and a report thereof made to the President and to the West Virginia Board of Education.
6. The practice of bringing prospective athletes to the campus for athletic try-outs or paying their expenses for the campus visitation is not permitted.
7. An effort is made to compete with colleges having similar educational and athletic policies.
8. Shepherd College is a member of the West Virginia Intercollegiate Athletic Conference. The same eligibility rules apply to all contests with teams not in the West Virginia Conference.



A Shepherd College Class in Physical Education

## Section VI

### ACADEMIC PROGRAM

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#### The College Plan of Organization

The Academic Program of the College is organized on a divisional basis. Each of the eight divisions has a chairman who presides at the monthly meeting. These chairmen compose the Educational Policies Committee, which serves as an advisory group to the Academic Dean. Purposes of the curricula in each division operate within the framework of the philosophy of the College.

#### Academic Divisions

The college academic program has eight major divisions embracing the following departments of instruction:

- I. Division of Business Administration:  
Accounting, Marketing, and Business Education.
- II. Division of Education:  
Psychology, Elementary and Secondary Education.
- III. Division of Fine Arts:  
Art, and Music.
- IV. Division of Health and Physical Education:  
Physical Education and Athletics.
- V. Division of Home Economics.
- VI. Division of Languages and Literature:  
Bible and Philosophy, Drama, English, Literature, Journalism,  
Library Science, French, German, Radio and Speech.
- VII. Division of Social Studies:  
Economics, Geography, History, Political Science, and Sociology.
- VIII. Division of Science and Mathematics:  
Biology, Chemistry, Mathematics, Nursing Education, Physical  
Science and Physics.

#### Explanation of College Course Numbers and Terms

**Numbering of Courses**—Courses 100 to 199 are for first-year students; courses 200 to 299 are for second-year students; courses 300 to 399 are for third-year students; courses 400 to 499 are for fourth-year students.

All courses numbered below 300 are lower-division courses, and courses numbered 300 or above are designed as upper-division courses.

First-year students are not usually admitted to courses numbered 300 or above. Third-year and fourth-year students are expected to elect at least half of their work from courses numbered 300 or above.

**Meaning of Terms Used**—The term **hour** or **hours** means semester hour or hours. A **semester hour** consists of one hour of recitation with two preparation hours per week for eighteen weeks. From twelve to seven-

teen semester hours constitutes a full-time load for a student in a semester. The **normal load** is sixteen hours, thus making 128 hours in eight semesters or four years, 128 hours being required for a degree.

The term **teaching field** means the subject matter field of specialization in a curriculum for teachers. A student elects two teaching fields. The terms **major** and **minor** refer to areas of specialization in the college liberal arts curriculum.

### Schedule of Classes

**Complete Schedule of Classes Offered Each Semester**—A complete schedule of classes offered each semester, showing days of the week and the hours at which they will meet, will be available before the beginning of the semester. Each course will be given as scheduled if ten or more students register for the course. If fewer than ten students register, college officials reserve the right to cancel the course. Each course for which no semester or year is indicated will be offered when the Academic Dean, in cooperation with the division chairman and the instructor, determines the need and recommends that it be given.

### Classification of Students

Classification of students is made on the following basis: first year, less than 24 semester hours; second year, 25 to 56 semester hours; third year, 57 to 91 semester hours; fourth year, 92 or more semester hours.

### Amount of Work Taken

Thirty-two semester hours of work each year will usually prove sufficient for the average student. The first semester's work should not exceed seventeen hours, and the work of any subsequent semester will be limited to seventeen hours, unless preceding work has reached a quality point average of three. Students who have an average of 3.000 through 3.499 on the preceding semester's work may carry eighteen semester hours. Students who have an average of 3.500 through 4.000 on the preceding semester's work may carry nineteen semester hours. Exception to these rules may be made only on petition to the Academic Dean.

The normal load is six semester hours of credit for each summer term with a total of twelve semester hours for the summer session.

Fourteen semester hours is the maximum load during the two terms. A student must have at least a "B" average on the last semester's work or on all work taken, or be a candidate for graduation at the end of the summer session in order to be eligible to take fourteen semester hours.

### Withdrawal and Change in Assignment

Students desiring any change in assignment or permission to withdraw from any course should consult the Academic Dean. Withdrawal from one class and entrance into another after a semester begins may be permitted only on petition to the Academic Dean. The withdrawal procedure is incomplete until all necessary signatures have been secured.

Necessary withdrawals from school should be reported to the Academic Dean's office to avoid having all work reported as failures. Unauthorized withdrawals from class or school are reported as failures.

Withdrawal from the college must be reported and financial clearance made at the business office.



### Marking System

A—Superior; B—Good; C—Average; D—Below average, lowest passing mark; F—Failure; I—Incomplete; W—Withdrew, grade given for withdrawal during first six weeks; WP—Withdrew passing after first six weeks; WF—Withdrew failing after first six weeks; WIF—Failure due to irregular withdrawal from school or from a single class. No withdrawals from a particular class will be permitted during the last three weeks of the semester.

E—Condition indicates unsatisfactory work. When the condition is removed, the grade cannot be higher than D.

If the deficiency reported by E is not made up within a year, the grade automatically becomes F.

I—Incomplete is given to all students who miss some of the last exercises because of illness or other equally good reasons. When the work missed is done satisfactorily, the final grade may be any of four passing marks.

If the deficiency represented by I is not made up within a year, the grade automatically becomes F.

In a typical unselected group of 100 college students, we should normally expect to find approximately: A, 5; B, 25; C, 40; D, 25; I, E, and F, 5.

### Quality Points

The quality-point average is computed on all work for which the student has registered, except for the courses with grades of W and WP, and is based on the following quality-point values for each semester hour of credit:

A	B	C	D	F	WF	FIW
4	3	2	1	0	0	0

### Scholarship Requirements for Continuance in College

A student who in any semester falls below a point average of 1.5 will be placed on probation for low scholarship. If he does not earn a point average of 1.8 in the semester in which he is on probation, he is automatically dropped from the college for low scholarship. A student who has been placed on probation remains in that status until his overall average reaches 2.00, when he is automatically removed. No student on probation can carry more than 14 hours except by permission of the Academic Dean.

A student dropped for low scholarship may petition the committee on Admissions and Credits for reinstatement after a lapse of one regular semester. If reinstated, the student must meet the regular scholastic regulations from that time on in all college work. No student on probation shall have part-time employment at the college.

A student who fails to pass on fifty per cent of the work carried in any semester will not be permitted to enroll the following semester without permission of the Admissions and Credit Committee.

### Eligibility for the Dean's List

To be so honored, a student must carry at least 16 hours of work or be in the professional teaching block. He must maintain a 3.2 average for the semester.

### Attendance

Students are required to attend classes. All absences are recorded by the instructor and reported weekly to the Academic Dean. Each student who is absent is responsible for presenting the cause of his absence to the instructor within one week after the absence. The instructor decides whether or not the absence is excused. It is the student's responsibility and privilege to make up the work missed if the absence is excused.

The attendance policy follows:

1. Excused absences shall constitute:
  - a. absence because of the student's illness;
  - b. absence because of death in the immediate family;
  - c. absence while officially representing the college.
2. All other absences shall be considered as **unexcused absences**. (e.g., work, vacations)
3. Any unexcused absence on the last class meeting immediately preceding, or the first class meeting immediately following, a holiday will be counted as a double absence.
4. Missing any class or laboratory session or major portion thereof shall constitute an absence. Missed sessions because of late registration shall constitute absences.
5. All provisions of the attendance rules apply during summer sessions except that no more than one unexcused absence will be allowed in any course during a summer session.
6. When unexcused absences exceed the total number of credit hours offered in any course, the student must appear before a Committee on Attendance, composed of the Academic Dean, Dean of Students and the professor involved, to justify why he should be reinstated in said course. Should the said committee decide that the absences are unjustified, the student shall be dropped from said course, and a grade of F be recorded on the permanent file, for the course thus dropped. The professor will initiate the action concerning the student.
7. If the student is readmitted to the course, and is absent again without excuse, he shall be automatically dropped from the course, and a grade of F shall be recorded on the permanent record, unless he can show the committee he was absent because of extraordinary circumstances.
8. Any work missed by the student must be made up to the satisfaction of the instructor involved, or the student will be dropped from the course.
9. At the discretion of the Administrative Council, the regulations on missing sessions because of late registration may be waived for teachers whose schools are still in session when the Shepherd College summer term opens.

Instructors planning to take students on field trips or to any official college activity should present the names of the absentees to the Academic Dean for his approval **one week in advance**. The Dean will notify the faculty concerning the students whose absences have been excused by him.

## GENERAL EDUCATION REQUIREMENTS FOR ALL DEGREES OFFERED AT SHEPHERD COLLEGE

### 1. GENERAL EDUCATION REQUIREMENTS<sup>1</sup>

	Semester Hours	
	B.A.	B.S.
<b>Language and Literature</b>		
Written and Spoken English 101, 102 .....	6	6
Advanced Written and Spoken English 213 .....	3	3
Study and Appreciation of American Literature 212 or 214 or English Literature 210 or 211 .....	3	3
*French, German, or Spanish .....	12	—
	24	12
<b>Social Science:</b>		
Development of Social Institutions 101, 102 .....	6	6
Fundamental Social Problems 211, 212 .....	6	6
<b>Science:</b>		
General Biological Science 101, 102 or General Physical Science 103, 104 .....	6	6
<b>Education and Psychology:</b>		
Orientation 101 .....	2	2
Psychology 103, 104 .....	6	6
	8	8
<b>Fine Arts:</b>		
Music in Human Relations 111 .....	2	2
Art Appreciation 103 or 104 .....	2	2
	4	4
<b>Health and Physical Education:</b>		
Physical Education 121, 122 .....	2	2
Total .....	56	44

<sup>1</sup>The General Education Requirements are designed to help the student to understand the cultural heritage of Western civilization and to provide him with that common knowledge and philosophy for effective living as a good citizen in a democratic society.

\*Foreign Language required for the non-teaching Bachelor of Arts Degree and recommended in some areas for the Bachelor of Science Degree. Requirement may be waived by the Modern Language Department for students presenting three (3) high school units of credit in one language, and only six (6) semester hours in a language is required for students presenting two (2) high school units in one language.

†Human Development required for teacher education.

See pages 83 & 84 for degree requirements for the Bachelor of Arts degrees in Elementary, Secondary and Public School Education.



## II RECOMMENDED FRESHMAN AND SOPHOMORE SCHEDULE FOR STUDENTS PURSUING A LIBERAL ARTS CURRICULUM

### Freshman Year

First Semester		Second Semester	
Written and Spoken English		Written and Spoken English	
101 .....	3	102 .....	3
Development of Social Institutions		Development of Social Institutions	
101 .....	3	102 .....	3
General Biological Science 101 or		General Biological Science 102 or	
General Physical Science 103	3	General Physical Science 104 ..	3
Orientation 101 .....	2	Orientation in Physical Education	
Orientation in Physical Education		122 .....	1
121 .....	1	*Electives .....	5
*Electives .....	5		
	17		15

### Sophomore Year

First Semester		Second Semester	
Human Development 201 .....	3	Human Development 202 .....	3
Fundamental Social Problems		Fundamental Social Problems	
211 .....	3	212 .....	3
Study and Appreciation of English		Advanced Written and Spoken	
Literature 210 or 211 or Study		English 213 .....	3
and Appreciation of American		Art Appreciation 104 or Music in	
Literature 212 or 214 .....	3	Human Relations 111 .....	2
Art Appreciation 103 or Music in		*Electives .....	5
Human Relations 111 .....	2		
*Electives .....	5		
	16		16

## III DEGREE REQUIREMENTS FOR MAJOR AND MINOR AREAS OF SPECIALIZATION

	Semester Hours	
	Major	Minor
<b>Bachelor of Arts Degree</b>		
Art .....	30	21
English .....	34	27
French .....	30	21
Geography .....		24
History .....	36	26
Journalism .....		21
Library Science .....		30
Music .....	38	22
Psychology .....		23
Political Science .....	30	21
Radio .....		24
Speech and Drama .....	33	24
Sociology .....		24
<b>Bachelor of Science Degree</b>		
Biology .....	30	26
Business Administration .....	41	29
Business Education .....	44	24
Chemistry .....	32	24
Economics .....	36	27
Home Economics .....	42	24
Mathematics .....	28	22
Physical Education .....	44	27
Physics—Physical Science .....		22

\* Electives should be taken on the advice of the adviser in the major and minor fields.

#### IV GENERAL REQUIREMENTS FOR GRADUATION

**Degrees Conferred:** The degree of Bachelor of Science is conferred upon graduates majoring in Biology, Business Administration, Business Education, Chemistry, Economics, Home Economics, Mathematics, Political Science and Physical Education. The Bachelor of Arts degree is conferred upon majors in Art, Drama, English, French, History, Music, and Speech. Bachelor of Arts degrees are: Bachelor of Arts, Bachelor of Arts in Elementary Education, Bachelor of Arts in Secondary Education, and Bachelor of Arts in Public School Education (Single Curriculum). Both major and minor fields with a "C" average are required for candidates for non-teaching degrees.

"No student will be awarded two degrees simultaneously. In order to be awarded a second degree a student will need to take at least 30 hours of additional credit. For the second degree he will follow the catalogue most recently issued. Meeting requests for a teaching certificate for Liberal Arts graduates would not involve conferring an additional degree." June 1963 will be the last possible date for students to receive two degrees under the provisions of previous catalogues.

**Semester hours required:** For graduation, a minimum of 128 semester hours with 256 quality points. Of the 128 hours of credit, a minimum of 45 must be earned in courses above the sophomore level.

**Electives:** Elective courses in the major, minor or teaching field must be approved by the adviser.

**Residence:** At least 32 semester hours of resident study at this college is required before graduation. A majority of these hours must be done in residence during the year of graduation. Graduation exercises are held once a year at the close of the second semester.

The final six hours of work must be completed at this institution unless the candidate is excused by the Committee on Admission and credits. An \$8.00 graduation fee is required and is due six weeks prior to graduation. In order to make a careful check of requirements, students on campus may be asked to apply at the beginning of the second semester of their senior year.

**Quality Point Requirement:** For graduation and/or certification the applicant shall have a quality point ratio of 2.00 (average of C) on all work attempted with the exception of courses with grades of W and WP. This policy took effect at the beginning of the 1956 summer session. Work taken prior to June, 1956, will be computed in accordance with the regulations in force at the time the work was taken.

**Graduation With Honors:** Candidates for degrees who maintain high averages of scholarship are graduated with honors. Honors are determined by the cumulative quality point average of the student's work at graduation: Highest Honors, "Summa Cum Laude," 3.75 and above; High Honors, "Magna Cum Laude," 3.50 to 3.74; Honors, "Cum Laude," 3.00 to 3.49.

#### Special Requirements

1. All candidates for degrees must be of good moral character and have maintained a good citizenship record.
2. An application for graduation and an \$8.00 graduation fee must be filed with the Registrar six weeks prior to the date of graduation.
3. Candidates for graduation are required to attend the commencement exercises for the conferring of degrees.
4. Candidates are expected to register with the College Placement Bureau and file a suitable photograph.
5. All obligations to the college must be paid before commencement.

### SPECIAL EXAMINATION FOR COURSE CREDIT

Students may take special examinations to qualify for credit in certain courses. For further information as to the courses covered in this manner, students should contact the Office of the Registrar. All tests are administered by the divisions concerned.

Application must be made to the Academic Dean for permission to take a special examination. To qualify for permission to take such an examination, an applicant must be enrolled at Shepherd College. The applicant must, in addition, establish eligibility in regard to his background in the area concerned and be recommended by the Chairman of the Division and the instructor concerned. In order to gain college credit by special examination, the student must demonstrate better than average proficiency in the examination. Examinations will not be given for courses in which the student has obtained a low grade previously.

Applicants must pay a fee of \$3.00 for each special examination, and must be regularly enrolled at the time of taking the examination. A receipt for the payment of the fee must be obtained from the Business Office. No money will be refunded if any examination is failed. No examination may be repeated.



A Shepherd College History Class in Session



## PREPARATION FOR PRE-PROFESSIONAL AND VOCATIONAL STUDY

The following programs have been coordinated with the Registrar and Deans at West Virginia University: Pre-Pharmacy, Pre-Dental, Pre-Medical, Pre-Veterinary, Pre-Medical Technicians and courses basic to Engineering and to Agriculture.

Shepherd College offers pre-professional and vocational preparation, and each year graduates of the college enter the leading universities and professional schools of the country.

### PRE-PHARMACY

#### First Year

First Semester		Second Semester	
English 101 .....	3 hrs.	English 102 .....	3 hrs.
Biology 208 .....	4 hrs.	Biology 209 .....	4 hrs.
Chemistry 101 .....	4 hrs.	Chemistry 102 .....	4 hrs.
Mathematics 106 .....	3 hrs.	Mathematics 201 .....	4 hrs.
Physical Education 121 .....	1 hr.	Physical Education 122 .....	1 hr.
Psychology 101 .....	2 hrs.		
<hr/> Total		<hr/> Total	
	17 hrs.		16 hrs.

#### Second Year

First Semester		Second Semester	
Chemistry 311 .....	4 hrs.	Chemistry 312 .....	4 hrs.
Physics 211 .....	4 hrs.	Physics 212 .....	4 hrs.
Economics 205 .....	3 hrs.	Economics 206 .....	3 hrs.
English 211 .....	3 hrs.	Speech 205 .....	3 hrs.
Psychology 103 .....	3 hrs.	Psychology 104 .....	3 hrs.
<hr/> Total		<hr/> Total	
	17 hrs.		17 hrs.

Note: The student will be able to transfer only 3 hours of Mathematics 201.

### PRE-DENTAL

#### First Year

First Semester		Second Semester	
English 101 .....	3 hrs.	English 102 .....	3 hrs.
Biology 208 .....	4 hrs.	Biology 209 .....	4 hrs.
Chemistry 101 .....	4 hrs.	Chemistry 102 .....	4 hrs.
Psychology 101 .....	2 hrs.	Mathematics 201 .....	4 hrs.
Mathematics 106 .....	3 hrs.	Physical Education 122 .....	1 hr.
Physical Education 121 .....	1 hr.		
<hr/> Total		<hr/> Total	
	17 hrs.		16 hrs.

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>	
German 101 or French 101 ..	3 hrs.	German 102 or French 102 ..	3 hrs.
Physics 211 .....	4 hrs.	Physics 212 .....	4 hrs.
Biology 332 .....	4 hrs.	Biology 406 or 401 .....	4 hrs.
Chemistry 311 .....	4 hrs.	Chemistry 312 .....	4 hrs.
Psychology 103 .....	3 hrs.	Psychology 104 .....	3 hrs.
<hr/>		<hr/>	
Total	18 hrs.	Total	18 hrs.

For third and fourth years curriculum (see adviser)

Note: The minimum requirement for admission to a school of dentistry is three years pre-dental preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in schools of dentistry such as biological chemistry, human physiology, etc.

Organic chemistry is usually deferred until the third year of pre-dental preparation unless the student wishes to apply to a School of Dentistry after completing only two years of Pre-Dental work. Organic chemistry should then be taken during the second year of college or during the summer following the second year.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular dental school which the student plans to enter.

Students who transfer to dental school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B.S. Degree. In such cases students must satisfy the Shepherd general education requirements.

Students will be able to transfer only 3 hours of Mathematics 201.

**PRE-MEDICAL****First Year**

<b>First Semester</b>		<b>Second Semester</b>	
English 101 .....	3 hrs.	English 102 .....	3 hrs.
Biology 208 .....	4 hrs.	Biology 209 .....	4 hrs.
Chemistry 101 .....	4 hrs.	Chemistry 102 .....	4 hrs.
Psychology 101 .....	2 hrs.	Mathematics 201 .....	4 hrs.
Mathematics 106 .....	3 hrs.	Physical Education 122 .....	1 hr.
Physical Education 121 .....	1 hr.		
<hr/>		<hr/>	
Total	17 hrs.	Total	16 hrs.

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>	
French 101 .....	3 hrs.	French 102 .....	3 hrs.
Physics 211 .....	4 hrs.	Physics 212 .....	4 hrs.
Biology 332 .....	4 hrs.	Biology 406 or 401 .....	4 hrs.
Chemistry 311 .....	4 hrs.	Chemistry 312 .....	4 hrs.
Psychology 103 .....	3 hrs.	Psychology 104 .....	3 hrs.
<hr/>		<hr/>	
Total	18 hrs.	Total	18 hrs.

For the third and fourth years curriculum (see adviser)

Note: The minimum requirement for admission to a school of medicine is three years pre-medical preparation.

Courses in biological science and chemistry should not include subjects that are duplicate courses given in school of medicine, such as biological chemistry, human physiology, etc.

Third and fourth year work will be planned to suit the needs of the individual student. This will be based upon the requirements of the particular Medical School which the student plans to enter. Medical Schools expect the student to have completed at least three years of pre-professional training; many require four years of work with a degree. In all cases Chemistry 315 and 316 will be required in the third-year program. Shepherd is prepared to meet these needs.

Students who transfer to medical school at the end of the third year at Shepherd may transfer their first year of work at such school back to Shepherd in order to qualify for the B. S. Degree. In such cases students must satisfy the Shepherd general education requirements.

Students will be able to transfer only 3 hours of Mathematics 201.

### PRE-VETERINARY

#### First Year

First Semester		Second Semester	
English 101 .....	3 hrs.	English 102 .....	3 hrs.
Mathematics 106 .....	3 hrs.	Mathematics 201 .....	4 hrs.
General Botany 208 .....	4 hrs.	General Zoology 209 .....	4 hrs.
General Chemistry 101 .....	4 hrs.	General Chemistry 102 .....	4 hrs.
Orientation 101 .....	2 hrs.	Physical Education 122 .....	1 hr.
Physical Education 121 .....	1 hr.	Elective .....	2 hrs.
<hr/>		<hr/>	
Total	17 hrs.	Total	18 hrs.

#### Second Year

First Semester		Second Semester	
General Physics 211 .....	4 hrs.	General Physics 212 .....	4 hrs.
Fundamental Social Problems		Genetics 344 .....	3 hrs.
211 .....	3 hrs.	Advanced Written and Spoken	
Comparative Anatomy 332 ....	4 hrs.	English 213 .....	3 hrs.
Bacteriology 302 .....	4 hrs.	Fundamental Social Problems	
Electives .....	2 hrs.	212 .....	3 hrs.
<hr/>		Electives .....	3 hrs.
<hr/>		<hr/>	
Total	17 hrs.	Total	16 hrs.

Third and Fourth Years (See adviser).

Note: Other courses will be recommended to the student to meet the requirements of the particular school of veterinary science which he plans to enter; his needs for a B. S. Degree will be borne in mind. For those who may plan a three-year Pre-Veterinarian program, the adviser will assist them in scheduling such courses as will be of most value.

Students will be able to transfer only 3 hours of Mathematics 201.



**PRE-MEDICAL TECHNOLOGIST****First Year**

<b>First Semester</b>		<b>Second Semester</b>	
English 101 .....	3	English 102 .....	3
Biology 208 .....	4	Biology 209 .....	4
Chemistry 101 .....	4	Chemistry 102 .....	4
French 101 or German 101 .....	3	French 102 or German 102 .....	3
Orientation 101 .....	2	History 102 .....	3
Physical Education 121 .....	1	Physical Education 122 .....	1
<hr/>		<hr/>	
Total	17	Total	18

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>	
Chemistry 311 .....	4	Chemistry 312 .....	4
French 203 or German 203 .....	3	French 204 or German 204 .....	3
Physics 211 .....	4	Physics 212 .....	4
American Literature 212 or 214 ....	3	English Literature 210 or 211 .....	3
Mathematics 106 .....	3	Mathematics 201 .....	4
Physical Education .....	1	Physical Education .....	1
<hr/>		<hr/>	
Total	18	Total	19

Note: A student preparing for Pre-Medical Technologist in two years must go to summer school on a campus offering a four-hour organic chemistry course and take this course.

Students will be able to transfer only 3 hours of Mathematics 201.

**COURSES BASIC TO ENGINEERING****One-Year Program**

<b>First Semester</b>		<b>Second Semester</b>	
Written and Spoken English		Written and Spoken English	
101 .....	3	102 .....	3
Trigonometry 106 .....	3	General Chemistry 102 .....	4
Advanced Algebra 201 .....	4	Analytic Geometry 232 .....	4
General Chemistry 101 .....	4	Descriptive Geometry .....	2
Engineering Drawing 1, 101 .....	3	Public Speaking 205 .....	3
<hr/>		<hr/>	
Total	17	Total	16

Students will be able to transfer only 3 hours of Mathematics 201.

**COURSES BASIC TO AGRICULTURE****First Year\***

<b>First Semester</b>		<b>Second Semester</b>	
English 101 .....	3	English 102 .....	3
Biology 208 .....	4	Biology 209 .....	4
Chemistry 101 .....	4	Chemistry 102 .....	4
Mathematics 106 .....	3	Mathematics 103 or 201 .....	3 or 4
Physical Education 121 .....	1	Physical Education 122 .....	1
History 102 .....	3	Electives .....	2 or 3
<hr/>		<hr/>	
Total	18	Total	17 or 18

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>	
Bacteriology .....	4	Speech 205 .....	3
Chemistry 311 .....	4	Chemistry 312 .....	4
English 213 .....	3	Biology 321 .....	3
Sociology 211 .....	3	Mathematics 201 (if not taken) ...	4
Elective .....	2 or 3	Sociology 212 .....	3
		Elective .....	0 or 3
<hr/>		<hr/>	
Total .....	16 or 17	Total .....	16 or 17

\*Students planning to enter areas other than Agricultural Science should transfer to West Virginia University at the end of first year. Students who plan to study agronomy should not take Biology 321.

Students will be able to transfer only 3 hours of Mathematics 201.

**PRE-NURSING****First Year**

<b>First Semester</b>		<b>Second Semester</b>	
Written and Spoken English 101 ..	3	Written and Spoken English 102 ..	3
General Botany 208 .....	4	General Zoology 209 .....	4
General Chemistry 101 .....	4	General Chemistry 102 .....	4
Development of Social Institu-		Development of Social Institu-	
tions 101 .....	3	tions 102 .....	3
Orientation in Physical Educa-		Orientation in Physical Educa-	
tion 121 .....	1	tion 122 .....	1
Orientation 101 .....	2	Elective .....	2
<hr/>		<hr/>	
Total .....	17	Total .....	17

Shepherd College has a cooperative nursing program with the King's Daughters and City Hospitals in Martinsburg, W. Va.

**PRE-THEOLOGICAL****First Year**

<b>First Semester</b>		<b>Second Semester</b>	
Written and Spoken English 101	3	Written and Spoken English 102 ..	3
Development of Social Institu-		Development of Social Institu-	
tions 101 .....	3	tions 102 .....	3
General Sociology 203 .....	3	General Psychology 103 .....	3
Voice and Diction 200 .....	3	Public Speaking 205 .....	3
Bible—Old Testament 308a .....	2	Bible—New Testament 308b .....	2
Foreign Language .....	3	Foreign Language .....	3
<hr/>		<hr/>	
Total .....	17	Total .....	17

**Second Year**

<b>First Semester</b>		<b>Second Semester</b>	
Advanced Written and Spoken		Study and Appreciation of	
English 213 .....	3	American Literature 212 or 214	3
Study and Appreciation of English		Oral Interpretation of	
Literature 210 or 211 .....	3	Literature 323 .....	3

American Federal Government		Later American History 202	3
101	3	Medieval History 332	3
Ancient Civilization 331	3	Great Religious Books 325	2
Foreign Language	3	Foreign Language	3
<hr/>		<hr/>	
Total	15	Total	17
Third and Fourth Years (See Adviser).			

### PRE-LAW

Students interested in pre-law work should realize that law schools throughout the country differ to some degree in entrance requirements. The student who wishes to transfer to law school should select a university and write immediately to the College of Law for information relative to these requirements. Students who wish to enter law school should consult with the Professor of Political Science before registering. The following courses are suggested as those likely to be most useful in pre-legal training:

Written and Spoken English 101, 102	6
Voice and Diction 200	3
Advanced Written and Spoken English 213	3
Early American History 201	3
Later American History 202	3
Modern European History 333	4
Principles of Economics 205	3
Economic Problems 206	3
General Sociology 203	3
American Federal Government 101	3
Constitutional Law 401	3
Business Law 312	6
World Government and Politics 405	3
History of Political Theory 315	3
Recent and Contemporary Theory 316	3



## DIVISION OF BUSINESS ADMINISTRATION AND EDUCATION

Mr. Printz, **Chairman**, Miss Dunstan, Miss Hughes, Mr. Loudon and Staff

**Purposes:** To prepare young men and women to enter the business world or to teach in high schools. This Division concentrates on the fundamental disciplines underlying the practices of business. The program is designed to provide education in specific business techniques—which change rapidly. The best education for tomorrow's business leader is the one that increases his capacity to learn during the rest of his life. The program is concerned with the principles of management common to all enterprise, and the student is expected to develop an insight into basic tenets and analytical skills that will equip him to meet the needs and problems of diverse types of business. As part of his program the student may elect to concentrate on one of the major functional aspects of business: accounting or marketing.

### BUSINESS ADMINISTRATION

This curriculum is designed for the student who desires a broad background in business fundamentals. Preparation for positions in executive and managerial areas is emphasized.

#### Basic Curriculum for a Major in Business Administration

Total hours required for a Major ..... 41  
Required courses, 35 hours:

Introductory Accounting 101, 102 .....	6
Mathematics of Finance 211 .....	2
Business Organization & Management 250, 251 .....	6
Public Finance 310 or Corporation Finance 400 .....	3
Business Law 312 .....	3
Business Statistics 314 .....	3
Intermediate Accounting 330 .....	3
Principles of Marketing 340 .....	3
Marketing Problems 341 .....	3
Personnel Management 409 .....	3
Electives selected with the consent of the adviser .....	6

All Business Administration majors are expected to minor in Economics. Permission, in writing, from the Chairman of the Division is required if any other minor field is elected. Six hours of Psychology from the General Education requirements must be elected.

**Language:** No requirement, but French or German is strongly recommended.

#### Curriculum for a Major in Business Administration With a Concentration in Accounting

In recent years due to taxation, governmental regulation, and the necessity for business to have adequate cost information to meet competition there has been a tremendous increase in the demand for account-

ants. Courses are offered to prepare students for careers in this area.

Required courses, 41 hours:

Introductory Accounting 101, 102 .....	6
Business Organization and Management 250, 251 .....	6
Mathematics of Finance 211 .....	2
Public Finance 310 or Corporation Finance 400 .....	3
Business Statistics 314 .....	3
Business Law 312 .....	3
Intermediate Accounting 330 .....	3
Advanced Accounting 331 .....	3
Cost Accounting 401 .....	4
Auditing 402 .....	4
Income Tax Accounting 404 .....	4

### Curriculum for a Major in Business Administration With a Concentration in Marketing

Increasing emphasis on the problems of marketing the national output of goods and services has created many new opportunities for employment in this area. The curriculum is designed to prepare students for positions in retail stores, wholesale establishments, food brokerage, advertising, credit and collection agencies, and market research firms.

Required courses, 41 hours:

Introductory Accounting 101, 102 .....	6
Business Organization and Management 250, 251 .....	6
Business Law 312 .....	3
Business Statistics 314 .....	3
Intermediate Accounting 330 .....	3
Principles of Marketing 340 .....	3
Marketing Problems 341 .....	3
Salesmanship 360 .....	3
Sales Management 412 .....	3
Principles of Retailing 350 and Retailing Problems 352 or Principles of Advertising 370 and Advertising Problems 372 .....	6
Electives selected with the consent of the adviser .....	2

### TEACHING

The demand for teachers of Business Administration has been increasing constantly through the past years. This curriculum is designed to enable the student to be highly qualified for a West Virginia teaching certificate in Business Principles.

Required courses, 36 hours:

Introductory Accounting 101, 102 .....	6
Typing 101, 102 .....	4
Economic Problems 206 .....	3
Mathematics of Finance 211 .....	2
Business Organization & Management 250 .....	3
Money and Banking 305 .....	3
Public Finance 310 .....	3
Business Law 312 .....	3

Intermediate Accounting 330 .....	3
Principles of Marketing 340 .....	3
Personnel Management 409 .....	3

The second teaching field must be selected from the areas of English, Science, Social Studies, Mathematics, or Foreign Language.

#### Curriculum for a Minor in Business Administration

Required courses, 29 hours:

Introductory Accounting 101, 102 .....	6
Mathematics of Finance 211 .....	2
Business Organization and Management 250, 251 .....	6
Public Finance 310 .....	3
Business Law 312 .....	3
Intermediate Accounting 330 .....	3
Principles of Marketing 340 .....	3
Personnel Management 409 .....	3

#### BUSINESS ADMINISTRATION COURSES

101. **Introductory Accounting.** Credit three hours. Fundamentals of accounting for proprietorships, partnerships and corporations. Inventory methods, classified statements, negotiable instruments, controlling accounts and specialized journals. Fall semester. Prerequisite: Mathematics of Finance 211.
102. **Introductory Accounting.** Credit three hours. A continuation of corporate accounting. Manufacturing accounting, accounting for fixed assets and analysis of financial statements. Spring semester. Prerequisite: Accounting 101.
211. **Mathematics of Finance.** Credit two hours. Principles of interest and discount, annuities, insurance, amortization, bonds, and similar topics. Same as Math. 211. Fall semester.
250. **Business Organization and Management.** Credit three hours. Structure of business organization, method of financing business enterprises, and principles of insurance. Fall semester.
251. **Business Organization and Management.** Credit three hours. Scientific management, production methods, labor relations, and relationships of business and government. Spring semester.
300. **Government and Business.** Credit three hours. Control of business by state and federal governments. This course begins with a study of the functions of the state, showing relationship of government to business and is followed by a discussion of government control. Prerequisite: Economics 205 and 206. On demand.
304. **Economics of Consumption.** Credit three hours. Economics and social problems involved in consumer choice. On demand.
310. **Public Finance.** Credit three hours. A general survey of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and government debt policies. Fall semester. Prerequisites: Economics 205 and 206, Money and Bank-



ing 305.

312. **Business Law.** Credit three hours. Fundamentals of business law relative to contracts, sales, bailments, and negotiable instruments. Legal aspects of the law of employment, partnership, corporation and property. Fall semester.
314. **Business Statistics.** Credit three hours. Methods of collecting, presenting, analyzing and interpreting business data. Emphasis is placed on the analysis of frequency distribution, trend fitting and seasonal adjustments. Same as Math. 314. Spring semester.
320. **Industrial Safety.** Credit three hours. Analysis of problems of industrial and accident prevention laws pertaining to industrial safety and health. Compensation laws, and industrial property protection. On demand. Prerequisite: Economics 205 and 206.
321. **Labor Problems.** Credit three hours. History of modern labor movements, analysis of economic and social problems arising from relations between labor and management. On demand. Prerequisites: Economics 205 and 206.
322. **Trade Unionism.** Credit three hours. An analysis of the structure, government, attitudes and policies of organized labor and a study of the economic and political implications of union policy. On demand. Prerequisites: Economics 205 and 206.
330. **Intermediate Accounting.** Credit three hours. Principles of balance sheet valuation and profit determination, with greater emphasis on accounting theory; effects of the bulletins of the American Institute of Accountants on corporate accounting theory and practice. Fall semester. Prerequisites: Business Administration 101 and 102.
331. **Advanced Accounting.** Credit three hours. Current theories and procedures relating to partnership, insurance, estates and trusts, and consolidated statements. Spring semester. Prerequisite: Business Administration 330.
340. **Principles of Marketing.** Credit three hours. A study of the functions performed by the marketing process, of marketing institutions, and the relations of government and consumer to marketing. Fall semester. Prerequisites: Economics 205 and 206.
341. **Marketing Problems.** Credit three hours. Price, brand and distribution policies in marketing, costs and efficiency, government policy and its effects on marketing. Case problems used. Spring semester. Prerequisite: Principles of Marketing 340.
350. **Principles of Retailing.** Credit three hours. A study of retail store operation and management including sales promotion, personnel management, selling, customer services and credit. Prerequisites: Economics 205 and 206.
351. **Retail Buying and Merchandising.** Credit three hours. A study of the retail store buyer and the organizations which assist in retail buying. Procedures used in buying merchandise for resale, pricing

problems, markup, turnover and stock control. On demand. Prerequisite: Principles of Retailing 350.

352. **Retail Problems.** Credit three hours. Cases and problems are used to develop a practical understanding of retail management. Cases relate to location, layout, personnel, stock planning and pricing, sales promotion, and general management. Spring semester. Prerequisite: Principles of Retailing 350.
360. **Salesmanship.** Credit three hours. A study of the technique of successful selling. Summer term.
370. **Principles of Advertising.** Credit three hours. Principles and practices of advertising. The preparation of copy, layout, production, and copy research are covered. Prerequisites: Economics 205 and 206.
372. **Advertising Problems.** Credit three hours. A study of the role of advertising in the total marketing operation. The course is intended to develop a constructive imagination and realistic understanding of advertising management through the use of problems and cases. Spring semester. Prerequisite: Principles of Advertising 370.
400. **Corporation Finance.** Credit three hours. A study of the methods of financing corporations and the analysis of financial statements. On demand. Prerequisites: Economics 205 and 206, Money and Banking 305.
401. **Cost Accounting.** Credit four hours. The economic, industrial engineering, and managerial aspects of cost accounting; process, job order, and standard cost systems. On demand. Prerequisites: Business Administration 331.
402. **Auditing.** Credit four hours. Principles and problems of modern auditing demanded for skilled public accountants. On demand.
404. **Income Tax.** Credit four hours. A study of federal income taxes for individuals, partnerships and corporations, and the preparation of returns. On demand.
409. **Personnel Management.** Credit three hours. Source of labor, analysis of labor force, job analysis, recruitment, wages, hours, welfare, collective bargaining and labor relations. Spring semester. Prerequisites: Business Organization and Management 250 and 251, Economics 205 and 206.
410. **Credit and Collections.** Credit three hours. A study of the nature and functioning of merchantile and retail credit, sources of credit information, financial statement analysis, collection procedures and the legal aspects of credit. Spring semester. Prerequisite: Accounting 101 and 102.
412. **Sales Management.** Credit three hours. This course deals with the problems usually met in the administration of a sales organization, sales planning, coordination of personal selling and advertising, and the selection, training, compensation and administration of a sales force. Fall semester. Prerequisite: Principles of Marketing 340.
414. **Wage and Salary Administration.** Credit three hours. The factors

determining industrial wage and salary policies, methods of employee payments, wage relationships, wage rate setting, incentive wage plans. The techniques and methods of implementing wage and salary policies. On demand. Prerequisite: Personnel Management 409.

415. **Production Planning and Control.** Credit three hours. Study of forecasting, planning, authorizing, scheduling, dispatching, and controlling flow of industrial production from receipt of customer's order to shipment of finished goods. On demand. Prerequisite: Permission of instructor.
416. **Industrial Purchasing.** Credit three hours. A study of the duties and activities of the Purchasing Agent, organization of the Purchasing Department, techniques of the industrial purchasing. The material covered in this course would be of value to one who expects to work in a purchasing department, purchase as the owner of an independent business or work as an office manager. On demand. Prerequisite: Principles of Marketing 340.
420. **Professional Retail Experience.** Credit nine hours. Limited to students who have proved their interest in the field of retailing through academic performance. A student undertakes research during the professional experience period, preparing reports under the supervision of the Division of Business Administration and retail management. Fourteen weeks will be spent on campus where two hour seminars will be held weekly. Time spent in each area may be varied to meet the needs of the cooperating stores. Prerequisite: Twelve semester hours in the marketing specialization, permission of the faculty of the Division of Business Administration, and acceptance by the cooperating store. On demand.



Instruction is Given in Office Machines



## BUSINESS EDUCATION

To prepare men and women for positions as executive secretaries, supervisors, and teachers of business education in the high schools. This preparation encourages students to acquire a broad academic background in the liberal arts and business administration; develops the fundamental skills to a high degree; and stresses the importance of effective attitudes and traits.

### Curriculum for a Major in Business Education Executive Secretarial Program

Total hours required, 44

Required courses:

Typewriting 103*, 104, 105 .....	7
Shorthand 201*, 202, 203 .....	11
Introductory Accounting 101, 102 .....	6
Office Machines 325 .....	2
Secretarial Practice 324 .....	3
Business Writing 327 .....	3
Principles and Problems of Economics 205, 206 .....	6
Office Management 440 .....	3
Elective (from business administration or economics courses, with the consent of the adviser) .....	3

A minor will be selected from economics, English, history, sociology, science, psychology or foreign languages.

### Curriculum for a Minor in Business Education

Total hours required, 24

Required courses:

Typewriting 103*, 104 .....	4
Shorthand 201*, 202 .....	8
Introductory Accounting 101, 102 .....	6
Office Machines 325 .....	2
Secretarial Practice 324 .....	3
Elective (selected with the consent of the adviser) .....	1-3

### Curriculum for Teaching Field in Business Education

Total hours required, 36

Required courses:

Typewriting 103*, 104 .....	4
Shorthand 201*, 202 .....	8
Introductory Accounting 101, 102 .....	6
Office Machines 325 .....	2
Secretarial Practice 324 .....	3
Principles and Problems of Economics 205, 206 .....	6
Mathematics of Finance 211 .....	2
Principles of Retailing 350; Salesmanship 360; Advertising 370; or Business Law 321 .....	3
Methods of Teaching Business Subjects .....	2

\*A student may be exempt from taking this course by passing an examination. No college credit is earned.

Students who elect to take a teaching field or a minor in business education will be required to take the second teaching field or minor in an area where a liberal content will be assured.

## TWO-YEAR GENERAL SECRETARIAL PROGRAM

**Purpose:** To prepare secretarial students for responsible positions in the modern business world by developing their skills to a high degree and by providing an opportunity to enrich their backgrounds within the Business Administration Division and the Liberal Arts College.\*\* Students are encouraged to get practical experience by obtaining employment during the regular and summer terms.

Credit hours earned in the two-year program may later be applied toward a Bachelor of Arts in Secondary Education degree or a Bachelor of Science degree.

The Associate of Arts degree will be awarded after the completion of the following program provided students have completed a minimum of 64 semester hours with an overall "C" average.

### Freshman Year

First Semester		Second Semester	
Written English 101 .....	3	Written English 102 .....	3
Orientation 101 .....	2	Business Machines 325 .....	2
Typewriting 103* .....	2	Typewriting 104 .....	2
Shorthand 201* .....	4	Shorthand 202 .....	4
Principles of Economics 205 .....	3	Economic Problems 206 .....	3
Physical Education 121 .....	1	Physical Education 121 .....	1
		Art Appreciation 103 or Music in Human Relations 111 .....	2
<hr/>		<hr/>	
Total	15	Total	17

### Sophomore Year

First Semester		Second Semester	
Shorthand 203 .....	3	Speech 213a .....	3
Typewriting 105 .....	3	Business Writing 327 .....	3
Mathematics of Finance 211 .....	2	Secretarial Practice 324 .....	3
Introductory Accounting 101 .....	3	Introductory Accounting 102 .....	3
Business Law 312 .....	3	Electives** .....	3 - 5
Electives .....	3		
<hr/>		<hr/>	
Total	17	Total	15 - 17

\* A student may be exempt from taking this course by passing an examination. No college credit is earned.

\*\*Electives must include courses in English, sociology, psychology, economics, history, science or foreign languages.

**BUSINESS EDUCATION COURSES**

103. **Typewriting I.** Credit two hours. The mastery of the keyboard, development of correct typewriting techniques, centering, introduction of letter writing and tabulation, and the development of speed and accuracy. Fall semester.
104. **Typewriting II.** Credit two hours. A continuation of Typewriting I. Emphasis is placed on further development of speed and accuracy with problems in business letter writing, tabulation, and manuscript writing. Spring semester. Prerequisites: Typewriting I or permission of instructor.
105. **Typewriting III.** Credit three hours. Development of superior speed and accuracy with emphasis given to high production quality on business forms and procedures. Spring semester. Prerequisites: Typewriting II or permission of instructor.
201. **Shorthand I.** Credit four hours. The theory of Gregg shorthand is presented. The ability to take dictation at 80 words a minute and to transcribe the material at an acceptable speed is required. Fall semester.
202. **Shorthand II.** Credit four hours. A speed-building course designed to increase the student's ability to take dictation at 120 words a minute with constant stress on vocabulary building and to transcribe shorthand dictation at an acceptable rate of speed. Spring semester. Prerequisites: Shorthand I and good typewriting ability.
203. **Shorthand III.** Credit three hours. Advanced dictation and further vocabulary building is provided, with transcription of dictation at a high rate of speed. Fall semester. Prerequisites: Shorthand II and above average typewriting ability.
324. **Secretarial Practice.** Credit three hours. Provides an opportunity to coordinate the basic skills with the duties of a secretary. Representative topics presented are Personality Study, Office Mail, Communication and Travel, Filing, Office Equipment, and Organization. Spring semester. Prerequisites: Shorthand II; Typewriting II; Office Machines.
325. **Office Machines.** Credit two hours. Designed to acquaint the students with the operation of calculators and duplicating equipment. Fall semester. Prerequisite: Typewriting I.
326. **Methods of Teaching Business Subjects.** Credit two hours. The psychology of skill building, specific devices and techniques for the teaching of skills, and the objectives and problems in business education are provided. Students are given the opportunity to demonstrate the teaching of business education subjects. On demand.
327. **Business Writing.** Credit three hours. To educate the student to write effective business letters and reports. This training involves skill in the use of English, knowledge of business principles, and understanding of human nature. Fall semester. Prerequisite: Typewriting I.
440. **Office Management.** Credit three hours. Planning and directing the functions of business and professional offices; executive duties and responsibilities; selecting and training of office workers; a study of office plans and specifications. On demand. (To be offered Fall, 1960)
451. **Legal Shorthand.** Credit three hours. Legal terms, law-office correspondence, legal ethics, routine business methods, such as appointments, charges, collections, and records. Dictation and transcription of legal shorthand is given. On demand. Prerequisites: Typewriting II and Shorthand II.



## DIVISION OF EDUCATION

Dr. Speg, **Chairman**; Miss Shaw, Mr. Rider, Dr. Ikenberry, Mr. Riley,  
Dr. Harry, Dr. Moler, Mrs. Cullison

### PROFESSIONAL EDUCATION

Purposes: 1. To provide an understanding of the physical, intellectual, social and emotional development of the child, and the principles governing the meeting of his needs at every level.

2. To make provision for an introduction to teaching and the history of the development of the American school system.

3. To provide such a wide variety of laboratory experiences prior to student teaching that there will be a gradual induction into the full-time teaching during the last nine weeks of the "Professional Block."

4. To provide for student teachers a thorough grounding in the desirable principles and practices of teaching, learning and evaluating pupil progress, and skill in adapting subject matter and other learning materials to be various levels of child development.

5. To select teachers on both elementary and secondary levels who not only desire to teach, but who have demonstrated the scholastic competence and the professional qualities necessary for those who plan to guide youth.

6. To provide the best possible teaching experience under careful supervision so that the student teacher may achieve maximum growth, and an understanding of the total school program.

7. To guide the student teacher in evaluating his total experience in a way that is most beneficial to him.

#### Selection of Candidates for Teacher Training

Only those students who demonstrate the necessary qualifications will be admitted to the teacher education curriculum. The following characteristics are those on which the Teacher Education Committee considers that the candidates should qualify:

1. **Personal Characteristics:** appearance, poise, voice, health, tact, judgment, dependability, resourcefulness, adaptability, enthusiasm, interest, character, attitudes, emotional maturity, and social adjustment.
2. **Professional Qualifications:** general scholarship, specialization scholarship, habits of study, communication ability, cooperation with others, creativeness, and extracurricular activities.

All students who expect to teach should file their application for entrance into the teacher training program with the Teacher Education Committee during registration for the second semester of their sophomore year.

It will be necessary for students who plan to meet requirements for certification as elementary teachers and in certain other areas to begin their program during their freshman year. This is to avoid conflicts which might necessitate from one to two additional semesters to complete work for graduation.

Proficiency examinations in written and oral English will be given during this semester for those students who have filed an application. Failure to file an application at this time will not excuse candidates from this requirement.

Students unable to reach a decision prior to the time for filing their applications have the privilege of appearing before the Teacher Education Committee to request permission to enter teacher training.

The Teacher Education Committee reviews all applications for admission to Professional Education and has jurisdiction in all other matters pertaining to student teaching. Every student teacher shall have the privilege of appearing before the Teacher Education Committee to discuss any matter affecting his status as a student teacher. The Chairman of the Division of Education is chairman of this committee.

### **Professional Block**

Each student pursuing a curriculum in teacher education will take a full semester of professional work during the senior year. This is known as the Professional Block. The request for admission into the Professional Block must be filed with the Teacher Education Committee on or before one month prior to the opening of the semester in which the candidate expects to do his student teaching. Failure to meet this deadline will make it necessary for the candidate to file his application papers and appear before the Teacher Education Committee to show cause why he should be admitted to the Professional Block.

Admission to the Professional Block will be predicated upon divisional approval in both of the candidate's teaching fields.

Students will not be permitted to schedule courses outside the block during the semester they are pursuing courses in it or carry extracurricular activities which will in any way interfere with the course work of student teachers except in rare instances. This will require permission from the Chairman of the Division of Education, the Academic Dean, and the Chairman of the Division where the course is scheduled.

The allocation of course work in the Professional Block is as follows:

Integrated Methods—First nine weeks. Credit, four or five semester hours.

Education Electives—First nine weeks. Credit, three semester hours.

Directed Teaching—Second nine weeks. Credit, eight semester hours.

Seminar—Two hours per week for second nine weeks. This seminar usually meets on Wednesday afternoons at four o'clock.

The time spent in each of the above divisions of the Block may be adjusted from semester to semester to meet the ability of student teachers.

Special efforts will be made to provide for the integration of the methods course with other college courses which the student has had in specific teaching fields. Faculty members in these fields will give students assistance in relating these subject matter areas to the elementary and secondary levels. As conditions permit, faculty members will supervise the student teaching of their departmental majors in cooperation with the regular college supervisor of student teaching.

As a condition of admission to the Professional Block, a student must have a "C" average in all academic work, a "C" average in each teaching field for which he expects to qualify, and a "C" average in courses in professional education pursued prior to admission to the Professional Block. A "C" average must be maintained in all courses pursued in the Professional Block. A minimum grade of "C" is required in English 101, 102 and 213 (or 213a) to enter the Professional Block.

All students who expect to teach on the secondary level must qualify in at least two teaching fields except students working on a special non-academic certificate in music. Grades 1-12.

Applicants for admission to the Professional Block may be required to complete a series of tests, the nature and number of which will be determined by the Teacher Education Committee. Each candidate must also be able to demonstrate competency in written and spoken English and in elementary mathematical computations.

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100. **Remedial Reading.** No credit hours. This course is for entering freshmen who are having difficulty in reading for meaning. This course aims at diagnosing difficulties and giving students opportunities to undertake remedial measures under guidance.
  101. **Introduction to Education.** Credit, two hours. A survey of the opportunities, supply and demand for elementary and secondary teachers, school aims, organization, and procedures. This course is designed to acquaint students with our school and their needs and to encourage students to enter the profession of teaching.
  201. **Human Development.** Credit, three hours. Behavior of infants, children, and adolescents, with special reference to growth and learning as they influence individual development. Case study techniques are introduced. Required of all students in Education.
  202. **Human Development.** Credit, three hours. Continuation of Education 201 with expansion of study in the use of case histories. Required of all students in Education.
  303. **Human Adjustment.** Credit, three hours. A study of interests, aptitudes, simple adjustment; introduction of guidance techniques. Required of all students who want the public school certificate.
  305. **Audio-Visual Aids.** Credit, three hours. The history and philosophy of audio-visual instruction; the proper use of multi-sensory materials and equipment; and the utilization of community resources. The major portion of the time will be devoted to planning for the using of such materials in actual teaching situations.
  310. **Educational Sociology.** Credit, two hours. A study of education in our society.
  312. **History of Education.** Credit, three hours. A study of the development and popularization of modern American education beginning with the early European backgrounds. The course is recommended for all students in education during their junior year.  
(Required of all elementary and secondary teachers.)
  319. **Remedial Reading.** Credit, three hours. For improvement of student reading rate and comprehension. One laboratory practice period each day in addition to recitation period.
  - 402-403. **Primary & Intermediate - Integrated Methods, Grades 1-6.** Credit, five or six hours. Planning and directing of learning experiences to stimulate the maximum growth and development of children at each level in each of the special subject matter areas of the primary and intermediate grades. Students work in basic textbooks and teachers manual in each of the subject matter areas and observe in elementary school classes; thus, relating theory and practice. Students also get acquainted with the leading authorities in the various subject fields of the elementary school curriculum.



In summer school this course will be divided and taught in two three-hour courses as Education 402 and Education 403 in alternate years.

404. **Integrated Methods, Grades 7-12.** Credit, four hours. Modern methods and practices for instructing in the twelve-year program. First and second semesters.
406. **Directed Teaching in the Elementary School.** Credit, two to eight hours. Provides direct contact with the total program of the public schools; the proving ground for the professional preparation which preceded it. The student tests his mastery of subject matter, and develops skill in teacher-pupil relationships, and in ability to handle routine matters with ease. First and second semesters.
407. **Directed Teaching in the High School.** Credit, two to eight hours. Gives insight through study and observation, and skill through planning and teaching to enable the graduates to handle successfully all types of teaching situations in secondary schools. First and second semesters.
411. **Philosophy of Education.** Credit, two hours. Underlying philosophical principles for sound educational practices and procedures to enable the student to formulate an educational philosophy.
415. **Tests and Measurements.** Credit, two hours. The modern testing movement and its place in the elementary and secondary schools.
417. **Principles and Practices of Guidance.** Credit, three hours. This course emphasizes the importance of guidance principles and practices in the modern elementary and secondary schools. Techniques of guidance to enable children and youth to make wholesome adjustments to modern life will be stressed. Recommended for all future teachers. Testing and interpretation of the results of tests is an integral part of this course.
420. **Special Methods.** The special methods courses include the following topics: present status and trends; contribution of the subject to the cardinal objectives of secondary education; fundamental principles, and the psychology of learning applicable to the special subject; reorganization of subject-matter; methods applicable to the subject; equipment, audio-visual aids, examination of texts and reference books; bibliography; administrative problems; lesson plans worked out in detail for typical units; professional growth.
421. **The Teaching of English.** Credit, two hours.
422. **The Teaching of the Social Studies.** Credit, two hours.
423. **The Teaching of Science.** Credit, two hours.
424. **The Teaching of Mathematics.** Credit, two hours.
425. **The Teaching of Foreign Languages.** Credit, two hours.
426. **The Teaching of Music.** Credit, two hours.
432. **Methods and Materials for Teaching the Language Arts to Exceptional Children.** Credit, three hours. This course will deal specifically with special methods for teaching reading, language, spelling, and writing to exceptional children. Examining and using instructional materials, observation and demonstration will be part of this course.
434. **Student Teaching of Exceptional Children.** Credit, three hours.

Students in this course will do practice teaching with exceptional children.

435. **Introduction to the Study of Exceptional Children.** Credit, three hours. A foundation course designed to acquaint the student with the nature of special education and the exceptional children enrolled in its various programs. The course content will center about: (1) the areas of exceptionality and their incidents, (2) current educational methods and provisions for the exceptional child, (3) governmental and private agencies which assume responsibility for these children.



Student Teachers work with a first grade group



**Student Teachers Study Audio-Visual Aids**



**Student Teachers Observe in the Shepherdstown Elementary School**



441. **The Language Arts in the Elementary School.** Credit, two hours or three hours. Designed for elementary teachers, this course will deal with specific methods and materials for teaching the language arts—reading, writing, speaking, and spelling—to children in the elementary school.
- 403-A. **Problems in Elementary Education.** Credit, one to six hours. This course is recommended for in-service elementary teachers. Specific objectives will be worked out by participants who will choose the area in which they wish to work either individually or with a group. Methods, Principles of Teaching, Materials of Instruction, Guidance, and other items related to the field of elementary education will be taken up as required. This course will be offered during the Summer Sessions as a workshop experience.
- 404-B. **Problems in Secondary Education.** Credit, one to six hours. This course is recommended for in-service secondary teachers. Specific objectives will be worked out by the participants, who will choose the area in which they wish to work either individually or with a group. General and specific methods, materials of instruction, guidance, and other items related to the field of secondary education will be taken up as a workshop experience.

## PROGRAM FOR PREPARING TEACHERS OF DEAF CHILDREN IN COOPERATION WITH THE WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND, ROMNEY

### Faculty Teaching Courses in the Education of the Deaf

Hugo F. Schunhoff, Ed. D., Superintendent; Eldon E. Shipman, M. A.; Malcolm J. Norwood, M. Ed.; Virginia Pancake, M. A.; Anne Pancake, B.A.; Mrs. Lucile Golliday.

### Faculty Teaching Courses in the Education of the Blind

Seldon W. Brannon, M. A.; Kelton Roten, M. A.; Mrs. Esther Sigafosse Brown, M. A.; Mrs. Hannah H. Smith, M. A.

All courses are offered with residence credit on the campus of the West Virginia Schools for the Deaf and the Blind. The entire sequence of eight courses (30 semester hours) is required to complete the program in this area.

**Pre-Service Courses.** Student must register for entire block of 16 semester hours of pre-service courses either fall or spring semester, by arrangement with the Dean of Shepherd College and the Superintendent of the West Virginia Schools for the Deaf and the Blind.

#### Ed. 453. **The Teaching of Speech to the Deaf**

4 Sem. Hrs.

This course covers the formation and development of English sounds by the analytical method, and also covers the introduction of speech by the whole-word method. Some time is devoted to the correction of speech defects in hard of hearing, but the major portion of the course is devoted to developing speech in the deaf child. Demonstrations and practice with deaf children is an integral part of this course.

**Ed. 454. The Teaching of Language to the Deaf** 4 Sem. Hrs.

This course introduces the student to the various systems of teaching language which are in use in the various schools for the deaf in the country, and the student becomes very familiar with the step-by-step development of at least one language system. The systems which the student becomes familiar with are the Barry Five State, Wing's Symbols, Fitzgerald Key, and the Natural Method.

**Ed. 408. Directed Teaching with Deaf Children** 8 Sem. Hrs.

Observation and directed teaching with deaf children includes six or more classes of differing grade levels. The student is required to do directed teaching on each grade level so that he will have a better understanding of the whole educational problem of the deaf child.

**In-Service and Summer Courses.****Ed. 401. Methods of Teaching the Deaf Elementary School Subjects**

This course emphasizes methods of teaching reading to deaf children both in the lower and higher grades. Methods of teaching arithmetic, social studies and science are also considered. Particular emphasis is placed on methods used in the intermediate and advanced grades. Some time is devoted to the use of visual aids in classes for the deaf.

**Ed. 418. Education and Guidance of the Deaf** 3 Sem. Hrs.

This course covers the history of the education of the deaf. It reviews the findings of the various research studies that have bearing on the psychology of the deaf, social adjustment of the deaf, and studies related to the deaf and their learning problems. The student becomes familiar with the professional literature in the field. He also becomes familiar with the place of the adult deaf in today's society.

**Sp. 350. Auditory and Speech Mechanisms** 2 Sem. Hrs.

This course covers the physiology and pathology of the speech and hearing mechanisms.

**Sp. 351. The Measurement and Use of Residual Hearing** 3 Sem. Hrs.

This course covers the theory of hearing testing, familiarizes the student with various methods and various types of instruments used in testing hearing, and includes actual practice with children. It covers the theory and operation of individual hearing aids and group aids and relates this theory to the auditory training program.

**Sp. 352. Methods of Teaching Speechreading to the Deaf and Hard of Hearing** 2 Sem. Hrs.

The various methods of teaching speechreading are covered. The collection of materials for use in teaching speechreading is a part of this course.

### PROGRAM FOR PREPARING TEACHERS OF BLIND CHILDREN IN COOPERATION WITH THE WEST VIRGINIA SCHOOLS FOR THE DEAF AND THE BLIND, ROMNEY

Courses are offered with residence credit on the campus of the West Virginia Schools for the Deaf and the Blind, in-service and during summer sessions.

- Ed. 341 **Teaching of Braille Reading and Writing to the Blind** 3 Sem. Hrs.  
Techniques and devices used in the teaching of Braille reading and writing to the blind. Use of slate and stylus, Braille writers and mathematical Braille.
- Ed. 342. **Methods of Teaching Blind Children, Elementary Grades** 3 Sem. Hrs.  
Workshop in methods of presenting reading, writing, arithmetic, spelling, music, handwork, physical education and recreation to blind children, elementary school age.
- Ed. 343. **Methods of Teaching Blind Children, Secondary School Level** 3 Sem. Hrs.  
Workshop and critical study of the curriculum in academic areas, industrial arts, music, physical education, and recreation. Methods of presenting content and development of proper skills and attitudes.
- Ed. 409. **Directed Teaching with Blind Children** 8 Sem. Hrs.  
Observation and directed teaching with blind children at several elementary grade levels or within subject field at secondary level.

### SUGGESTED SCHEDULE FOR SECONDARY EDUCATION

#### Freshman Year

First Semester		Second Semester	
Written and Spoken English 101 ..	3	Written and Spoken English 102 ..	3
Development of Social Institutions 101 .....	3	Development of Social Institutions 102 .....	3
General Biological Science 101 or General Physical Science 103 ....	3	General Biological Science 101 or General Physical Science 103 ....	3
Orientation 101 .....	2	Introduction to Education 101 .....	2
Introduction to Education 101 .....	2	(Either semester)	
Electives (Courses in Teaching Fields Recommended) .....	4	Electives (Courses in Teaching Fields Recommended) .....	6
	17		17

#### Sophomore Year

First Semester		Second Semester	
Human Development 201 .....	3	Human Development 202 .....	3
Fundamental Social Problems 211 ..	3	Fundamental Social Problems 212..	3
English Literature 210 or 211 or American Literature 212 or 214 ..	3	Advanced Written & Spoken English 213 .....	3
Art Appreciation 103 or Music in Human Relations 111 .....	2	Music in Human Relations 111 or Art Appreciation 103 .....	2
Electives (Courses in Teaching Fields Recommended) .....	5	Electives (Courses in Teaching Fields Recommended) .....	5
	16		16



Junior Year

First Semester		Second Semester	
History of Education 312 .....	3	Philosophy of Education 411 or.....	2
Electives (Courses in Teaching		Audio-Visual Aids 305 .....	3
Fields Recommended)**.....	12 or 14	Electives (Courses in Teaching	
		Fields Recommended)**.....	13 or 14
	—		—
	17		16

Senior Year

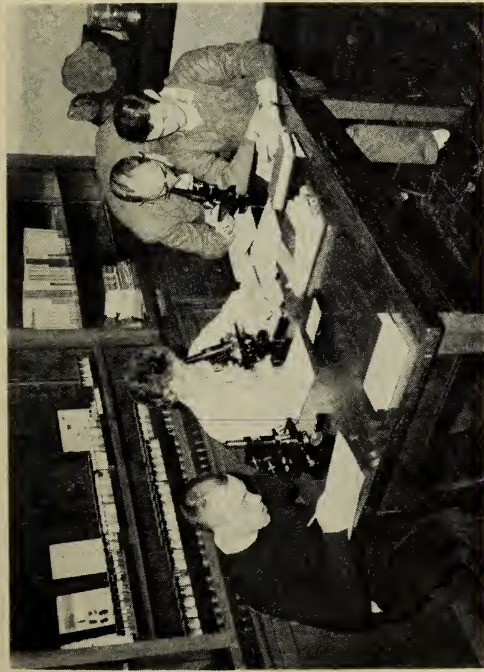
First Semester		Second Semester	
Integrated Methods Grades 7-12 ..	4	Electives** .....	17
Principles & Practices of		The Professional Block may be	
Guidance 417 .....	3	taken either semester	
Directed Teaching .....	8		—
	—		—
	15		17

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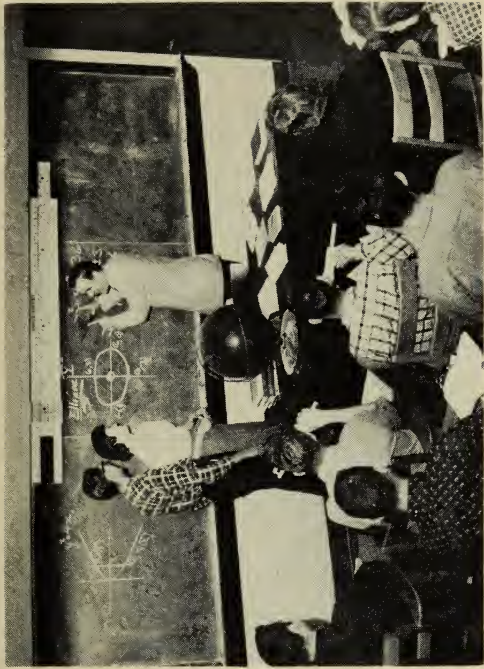
\*\* In elective hours, the student must take a minimum of forty-eight hours in two teaching fields as follows: Art (24); Biological Science (24); Biological and General science (35); Commerce, Occupational (24); English (34); French (24); Home Economics (24); Library Science (24); Mathematics (22); Music (27); Physical Education (24); Physical Science (24); Physical and General Science (36); Social Studies (24); Spanish (24); and Speech (24).



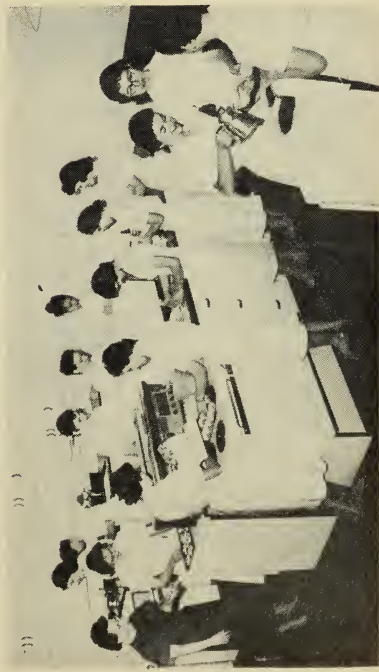
Academic Dean Assists and Counsels Students



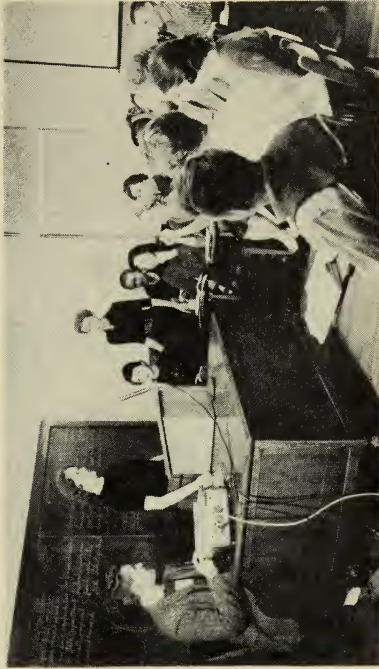
Students Get Individual Attention In A Science Class



A Class In Mathematics



Home Economics Majors At Work



Recording For The Voice Of Shepherd

# REQUIREMENTS FOR TEACHING CERTIFICATES & DEGREES

Bachelor of Arts in Secondary Education HIGH SCH. <sup>1</sup>		HIGH SCH. & ELEM. <sup>1</sup>		Bachelor of Arts in Elementary Education ELEM. <sup>1</sup>	
First Class	Hrs.	Nonac. School	Hrs.	First Class	Hrs.
Written and Spoken English .....	6	6	6	6	6
Adv. Written & Spoken English .....	3	3	3	3	3
Study & Appreciation of Eng. Literature 3 or	3 or	3 or	3 or	3 or	3 or
Study & Appreciation of Am. Literature 3	3	3	3	3	3
Background of (Child) Literature .....	12	12	15	3	3
Minimum Hours Required .....	12	12	15	13	15
SOCIAL STUDIES					
Dev. of Social Institutions .....	6	6	6	6	6
Fundamental Social Problems .....	6	6	6	6	6
W. Va. Hist., Geog., & Gov't .....	3	3	3	3 or	3 or
World Geography .....	3	3	3	3	3
Minimum Hours Required .....	12	12	18	15	15
SCIENCES AND MATHEMATICS					
General Biological Science .....	6 or	6 or	6 or	6 or	6 or
General Physical Science .....	6	6	6	6	6
Biological or Physical Science .....	3	3	3	3 or	3 or
Mathematics for Teachers .....	2	2	2	2	2
Minimum Hours Required .....	6	6	11	11	8-9
MUSIC					
Music in Human Relations .....	2	2	2	2	2
Music as an Art and Science .....	2	2	2	2	2
Music Materials and Procedures .....	2	2	2	2	2
Minimum Hours Required .....	2	2	6	4	4
ART					
Art Appreciation .....	2	2	2	2	2
Creative Expr. in Fine Arts .....	2	2	2	2 or	2 or
Creative Expr. in Applied Arts .....	2	2	2	2	2
Minimum Hours Required .....	2	2	6	4	4

\*\*Persons completing this program will be awarded a Bachelor of Arts Degree in Public School Education.



PHYSICAL WELL-BEING

Orientation to Phys. Ed. <sup>4</sup> .....	2
Health Problems for Sch. Child .....	2
Ldrship. in Phy. Ed. or Games .....	1
Rhythm. Act. or Indv. & Dual Spts. ....	1
Minimum Hours Required .....	2

PROFESSIONAL EDUCATION

Human Development .....	6
Elementary Methods .....	2-6†
Secondary Methods .....	3‡
Directed Teaching Gr. 1-3 & 4-6	
(see page 32) .....	5‡
Directed Teaching Gr. 7-12 .....	3‡
Courses to meet indiv. needs:	
e. g., Teaching of Reading .....	5-6
Minimum Hours Required .....	20
Persons graduating with a minimum of 128 hours are limited to 28 hours in professional education.	

TOTAL HOURS REQUIRED ..... degree

<sup>1</sup>Areas of specialization also required. Eighteen (18) hours required in each of two minor teaching fields, with a "C" average in each, for graduates in Elementary Education.  
<sup>2</sup>If, because of credits earned before June 1, 1950, in partial fulfillment of the requirements for an elementary certificate, a teacher with three or more years of elementary experience prior to the date he applies for a certificate would be penalized by having to meet the requirements in full, he may qualify provided he has made every possible effort to meet the requirements in full AND HAS TAKEN NO ELECTIVES SINCE JUNE 1, 1950, OR UNLESS ALL COURSES PRESCRIBED FOR THE DESIRED CERTIFICATE HAVE BEEN TAKEN.

<sup>3</sup>The nine (9) hours of science shall consist of physical and biological science; the latter must include a study of both plant and animal life.  
<sup>4</sup>Appropriate courses may be substituted when necessary because of disability or age.

<sup>†</sup>Methods and directed teaching will concentrate on special fields for which certification is desired. A minimum of 90 clock hours required for 5 semester hours of credit.

American History 201 or 202 - 3 hours required for Degrees in Elementary & Public School Education.

Personal Hygiene - 3 hours required for Degrees in Elementary & Public School Education.

History of Education - 3 hours required for Degrees in Secondary, Elementary & Public School Education.

Degrees in Elementary and Public School Education require that at least 3 hours of electives be chosen from the following areas: history, sociology, psychology, English or foreign language.

The courses listed above represent Shepherd College requirements for degrees over & above State certification requirements.

2	2	2	2	2	2
...	2	2	2	2	2
...	1	1	1	1	1
...	1	1	1	1	1
2	6	6	6	6	6
6	6	6	6	6	6
2-6†	2-5	2-5	2-5	2-5	2-5
3‡	...	...	...	...	...
5‡	5‡	5‡	5‡	5‡	5‡
3‡	...	...	...	...	...
3-7	0-3	4	4	4	4
20	20	20	15	15	11

degree degree degree degree degree degree

64

96

## SCHEDULE FOR ELEMENTARY EDUCATION MAJORS

To fulfill requirements for the Degree of Bachelor of Arts in Elementary Education.

### Freshman Year

First Semester		Second Semester	
Written and Spoken English 101 ..	3	Written and Spoken English 102 ..	3
Development of Social Institutions 101 ..	3	Development of Social Institutions 102 ..	3
General Biological Science 101 or		General Biological Science 102 or	
General Physical Science 103 ..	3	General Physical Science 104 ..	3
Orientation 101 ..	2	Art History and Appreciation 103..	2
Orientation in Physical Education 121 ..	1	Orientation in Physical Education 122 ..	1
Creative Expression in Fine Arts 101 ..	2	Introduction to Education 101 ..	2
Music as an Art and Science 101 ..	2	(either semester)	
		Music Materials & Procedures 226 2	
	16		16

### Sophomore Year

First Semester		Second Semester	
Human Development 201 ..	3	Human Development 202 ..	3
Fundamental Social Problems 211 3		Fundamental Social Problems 212 3	
Study and Appreciation of English Literature 210 or 211 or Study and Appreciation of American Literature 212 or 214 ..	3	Music in Human Relations 111 or Art Appreciation 104 ..	2
West Virginia History, Geography and Government 209 ..	3	Advanced Written and Spoken English 213 ..	3
Principles of World Geography 101 3		General Biological Science or General Physical Science ..	3
Art Appreciation 103 or Music in Human Relations 111 ..	2	Personal and Community Hygiene 103 ..	3
	17		17

### Junior Year

First Semester		Second Semester	
Games 201 ..	2	Principles and Practices of Guidance 417* ..	3
Mathematics for Teachers 105 ..	2	School Health Problems 312 ..	2
Rhythmic Activities or Individual and Dual Sports 313 ..	1	Voice and Diction 200* ..	3
Backgrounds of Children's Literature 202 ..	3	Philosophy of Education 411* ..	2
Creative Expression in Applied Arts 305 ..	2	Electives ..	7
History of Education 312 ..	3		
Electives ..	3		
	16		17

### Senior Year

First Semester		Second Semester	
Directed Teaching in the Elementary School 406 ..	8	American History 201 or 202 ..	3
Primary-Integrated Methods, Grades 1-6, 402-403 ..	5	Electives ..	13
Audio-Visual Aids 305** ..	3		16
(A total of 18 hrs. in English is required.)		3 hrs. of the electives chosen must be taken from the following areas: mathematics, sociology, history,	

— psychology, English or foreign  
16 languages.

\* Recommended but not required.

NOTE: The Professional Block may be taken either semester.

\*\*Principles & Practices of Guidance 417 may be taught in conjunction with Integrated Methods instead of Audio-Visual Aids 305.

## CERTIFICATION OF TEACHERS

### Application, Recommendation, and Renewal

Each teacher, in order to be eligible to teach in West Virginia and to receive pay, must apply for a teacher's certificate through a college, county superintendent or the State Department of Education.

All regular certificates, Third, Second, and First Class, must be recommended by a college. For the First Class Certificate, the college can recommend a teacher for a certificate provided that the teacher has completed at that college (1) the major portion of his professional requirements or (2) the work required in directed teaching and methods. A teacher who is qualifying for a certificate based on less than college graduation must be recommended by a college where 32 hours of residence credit has been completed or from a college where the last 16 hours of residence credit has been completed, in addition to 32 hours of residence credit in another institution.

Recommendations for original permits, reissuance of permits, special permits, First Grade, Second Grade permits, and all renewals are made through the county superintendent. In order for reissuance of an emergency certificate, a teacher holding such a certificate must complete six semester hours of **required** work leading towards the next highest certificate with a "C" average, subsequent to the issuance of his last emergency certificate. Failure to observe this regulation will cause a lowering of the grade of certificate and a consequent decrease in pay.

Before a teacher will be eligible for a renewal of his First Class Certificate, he must (1) complete six semester hours of unprescribed credit (residence or extension) in an approved institution within the five year period immediately preceding the date of application for renewal, or present evidence that he:

- a. has been granted a master's degree
- b. has approved travel credit
- c. has credit for six month's military service or
- d. is sixty years of age

Applications must be sent by the college or county superintendent directly to the State Department of Education. No application will be accepted by the State Department of Education if received from the applicant.

**IT IS THE PRIMARY RESPONSIBILITY OF EACH STUDENT AND TEACHER TO SEE THAT HE MEETS REQUIREMENTS FOR HIS CERTIFICATE AND FOR RENEWAL OF HIS CERTIFICATE.** Requirements for the various certificates may be obtained from the Office of the Registrar.

### Scholarship Requirements for all Certificates

A "C" average is required: (1) On the total college credits earned; (2) On the hours earned in professional subjects, excluding directed teaching; (3) In each of the teaching fields; (4) In directed teaching.

### Extension and Correspondence Credit

The amount of extension and correspondence credit allowed for certification is:

1. Third Class Certificate—12 semester hours
2. Second Class Certificate—18 semester hours
3. First Class Certificate—28 semester hours



Credits earned by correspondence after July 1, 1934, will not be accepted by the State Department of Education for certification of teachers with the exception of those earned through colleges and universities cooperating with the United States Armed Forces Institute. Correspondence credit completed before July 1, 1934, if used for certification shall be included with the maximum permitted for extension.

#### **Maximum Credit Allowed for Teachers in Service**

Within the school year, a teacher in service may earn a maximum of nine semester hours of credit. No more than six semester hours can be earned in any one semester.

#### **Changes from Elementary to Secondary Certificates:**

1. Teachers holding the regular First Class Elementary Certificate who desire to qualify for a regular First Class High School Certificate shall meet the regular teaching field requirements or qualify under the revised program outlined in the current Certification Bulletin. The twenty semester hours in professional courses, exclusive of strictly Elementary Education courses, shall include five hours in directed teaching on the high school level or three hours in directed teaching on the high school level and five years of successful teaching experience; and a total of six hours in advanced educational psychology and secondary principles, methods, and management.
2. Scholastic and other requirements now authorized by the West Virginia Board of Education for the First Class High School Certificate shall remain in effect.

#### **Duplicate Certificates**

A certificate can be duplicated only in case of permanent loss or destruction. A \$1.00 fee is required. A certificate which has expired cannot be duplicated.

#### **Validity of Certificates**

First Class and Provisional First Class Elementary Certificates are valid in the first nine grades of the public schools.

High School Certificates are valid in the junior and senior high schools only with the following exception:

First Class and Provisional First Class High School Certificates are valid in the elementary schools for those teachers who have had at least 1 year's experience as a regular teacher in the elementary schools prior to June 30, 1934.

The Public School and Special Nonacademic Certificates are valid in all twelve grades of the public schools.

#### **Substitute Teachers**

Substitute teachers are certified on the same basis as teachers regularly employed.

#### **Revocation of Certificates**

Any certificate issued by the West Virginia Department of Education is revocable on grounds of immorality, gross neglect of duty, or for any cause that would have justified withholding the certificate when it was granted; provided the teacher is given notice in writing and an opportunity to appear in his defense.

**LIFE CERTIFICATES** shall be issued upon the recommendation of the county superintendent provided:

1. Persons holding master's degrees meet the requirements for a first class certificate and have 5 years of teaching experience.

2. Holders of 5-year certificates meet the requirements for a 3rd renewal.
3. Holders of life certificates of any kind meet the requirements for an original first class certificate and complete 18 semester hours of graduate credit.

### College Residence Requirements for Certification

Colleges may recommend for certification graduates of other properly accredited institutions who earn a major portion of their professional requirements, or complete the courses in directed teaching and methods, in the institution making the recommendation; providing that all other requirements are met.

## PSYCHOLOGY

The minor in psychology is designed to provide those concepts, attitudes, and appreciations which will increase the student's effectiveness in adjusting to the immediate and future demands of his environment.

The requisites of the minor provide a broad base for the student's further study in this area.

### Curriculum for a Minor in Psychology

Total hours required for a Minor ..... 23  
 Required courses, 20 hours:

General Psychology 103, 104 .....	6
Human Development Ed. 201, Ed. 202 .....	6
Applied Psychology 204 .....	3
Psychology of Mental Health 302 .....	3
Tests and Measurements Ed. 415 .....	2



The Shepherd College Nursery School

## Electives, 3 hours:

Social Psychology 205 .....	3
Abnormal Psychology 360 .....	3
Psychology of Personality 310 .....	3

- Psy. 101. **Orientation.** Credit, 2 hrs. The course presents and analyzes many of the specific problem situations in the major areas of college life and attempts to stimulate individual and group thinking under the guidance of the instructor. The psychology of personal and social adjustment provides the subject matter base for the course. (Required in General Education curriculum.)
- Psy. 103-104 **General Psychology.** Credit, 6 hrs. A two-semester introductory course designed to instruct the student in the principles of psychology as they relate to the adjustment of the organism to its environment. (This course will satisfy general education requirements for those not pursuing a teacher training curriculum.) Offered yearly.
- Psy. 204. **Applied Psychology.** Credit, 3, hours. The application of psychological principles and practices to problems in the fields of business, industry, the professions, and personal life. (pre-requisite, Psy. 103-104.) Offered in the fall semester of odd years.
- Psy. 205. **Social Psychology.** Credit, 3 hours. A study of the psychological factors involved in social behavior. Considers the interaction of personalities in society, the resulting social attitudes, culture, and institutions. The development of such phenomena as customs, crowd behavior, clubs, public opinion, propaganda leadership, and problems of community life will be considered. (prerequisite, Psy. 103-104.) Offered in the fall semester of even years.
- Ps. 302. **The Psychology of Mental Health.** Credit, 3 hours. A study of the dynamics of human adjustment. The needs of the organism, deviate behavior arising from their frustration, and the nature of adjustments required by several problem areas of living until be studied. (prerequisite, Ed. 201-202 or Psy. 103-104.) Offered in the spring semester of odd years.
- Psy. 310. **Psychology of Personality.** Credit, 3 hours. An intensive study of personality development with special attention to the dynamics of personality and its determinants. A study of personality testing. Theories of personality structure and organization of traits. (prerequisite, Ed. 201-202 or Psy. 103-104.) Offered in the spring semester of even years.
- Psy. 360. **Abnormal Psychology.** Credit, 3 hours. A study of the various psychoneuroses and psychoses associated with abnormal behavior. Modern methods of diagnosis, treatment, and prevention of abnormal behavior will also be considered. (prerequisites, Psy. 103-104, Psy. 302.) Offered as an evening course on demand.
- Psy. 322. **Mental Hygiene for Teachers.** Credit, 3 hours. A study of the principles of mental health and their application in establishing and maintaining an optimal learning situation in the classroom. The roles of the teacher in his dealings with the student, the class, the parent, the community, and associates are studied. Offered on demand.





Art Students At Work

## DIVISION OF FINE ARTS

Dr. Frank, Chairman, Dr. Alexander, Mrs. Scanlon, Mr. Wildeboor

The Division of Fine Arts aims at providing a foundation of knowledge, understanding and human values important to the art of living, and in the search for truth. Through the fine arts, expressions of human experience are created which are beneficial to mankind in general, and which contain added significance for the interested and receptive student.

### ART

Purposes: To arouse, develop and preserve an interest in art through significant information and creative experiences; to enable students to appreciate and practice the principles of design and good taste in everyday life as producers or consumers; to give students an understanding of the historical development of art and its vocational and recreational possibilities.

#### Curriculum for a Major in Art

Total hours required for a Major ..... 30  
Required courses, 27 hours:

Creative Expression in the Fine Arts 101 .....	2
Art History and Appreciation 103 .....	2
Art History and Appreciation 104 .....	2
Advanced Freehand Drawing 201 .....	2
Commercial Art 204 .....	3
Introductory Crafts 211 .....	2
Principles of Design 301 .....	3
Applied Design 302 .....	3
Oil Painting 402 .....	3
Water Color Painting 403 .....	3
American Art 409 .....	2

Electives, 3 hours:

Ceramics 404 .....	3
Sculpture 405 .....	3
Advanced Oil Paintings 406 .....	3
Art Clinic 407 .....	3

#### Curriculum for a Minor in Art

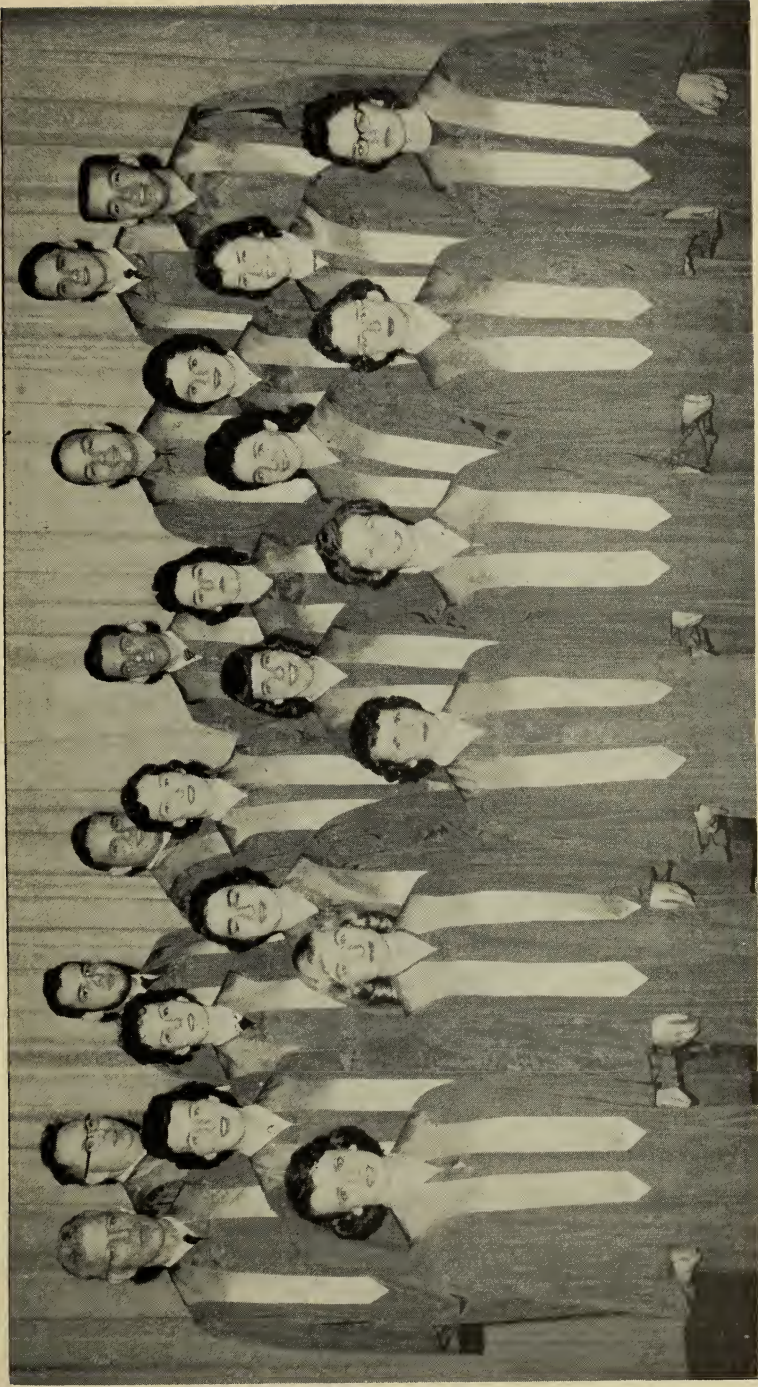
Total hours required for a Minor ..... 21  
Required courses, 16 hours:

Creative Expression in the Fine Arts 101 .....	2
Art History and Appreciation 103 .....	2
Art History and Appreciation 104 .....	2
Advanced Freehand Drawing 201 .....	2
Principles of Design 301 .....	3
Applied Design 302 .....	3
American Art 409 .....	2

Electives, 5 hours:

Commercial Art 204 .....	3
Introductory Crafts 211 .....	2
Oil Painting 402 .....	3
Water Color Painting 403 .....	3





College Choir



### Curriculum for Teaching Field in Art

Required courses, 24 hours:

Creative Expression in the Fine Arts 101 .....	2
Art History and Appreciation 103 .....	2
Art History and Appreciation 104 .....	2
Creative Expression in Applied Art 305 .....	2
Advanced Drawing 201 .....	2
American Art 409 .....	2
Commercial Art 204 .....	3
Principles of Design 301 .....	3
Water Color Painting 403 .....	3
Oil Painting 406 .....	3

101. **Creative Expression in the Fine Arts.** Credit, two hours. Consists of sketching, organization and incidentals of design. Working with crayons, charcoal, and water colors; lettering and illustrations in perspective with color harmonies. First semester.
103. **Art History and Appreciation.** Credit, two hours. Present day needs and interpretations of art through the ages, including modern art in its social phase of everyday usage. First semester.
104. **Art History and Appreciation.** Credit, two hours. Continuation of Art 103. Illustrated with pictures and objects of art. Second Semester.
201. **Advanced Drawing.** Credit, two hours. Sketching in correct proportions the anatomy of children and adults. Free hand drawing in perspective, composition in drawing, Second semester.
204. **Commercial Art.** Credit, three hours. Problems in compositions and pictorial organization, lettering stressed. Posters for advertising and selling (local advertising illustrated.) Second semester.
211. **Introductory Crafts.** Credit, two hours. Direct experience with materials such as wood, clay, paper, textiles as related to weaving, hooked rugs, stitching, lettering and bookbinding.
301. **Principles of Design.** Credit, three hours. Principles and application of design. Exhibits and research in decorative and functional designs. First semester.
302. **Applied Design.** Credit, three hours. The relation of design to materials, fitness of design to purpose, surface covering, discrimination in design with particular reference to interior decoration. Individual problems are worked out in wood work, leather tooling, stenciling, linoleum block printing, and applique. Second semester.
305. **Creative Expression in Applied Art.** Credit, two hours. Units worked out with materials such as clay, papier mache, building and construction activity in art on the child's grade level. Second semester.
402. **Oil Painting.** Credit, three hours. By permission of the instructor. A study for beginners of landscape as picture building material, flower arrangement, organization of simple but coherent groupings, material selected from nature. Second semester.
403. **Water Color Painting.** Credit, three hours. Technique of water color painting, including simple still life studies, light and shadow, flowers, and landscape painting. First semester.

404. **Ceramics.** Credit, three hours. By permission of the instructor. Making pottery, tiles and plaques.
405. **Sculpture.** Credit, three hours. Brief history of the sculpture of Europe and America, applied technique of sculpture to local plastic materials such as basswood, soap and prepared tallow.
406. **Advanced Oil Paintings.** Credit, three hours. Continuation of Art 402.
407. **Art Clinic.** Credit, three hours. A course for Art Majors to perfect a skill in technique. The work, divided into units of six weeks, may be in Oil Painting, Water Colors, Pastels, Design and Lettering. This course is recommended for adults who may not have an art background.
409. **American Art.** Credit, two hours. History and appreciation of American art from 1700 to present day. Field trips are made and museums are visited in this course.

## MUSIC

Objectives: To contribute generally to the development of the mature personality through a greater perception, understanding, and appreciation of worthwhile music; to prepare students for public school music careers; and to lay the foundation necessary for those students interested in the more professional aspects of the musical art.

The Music Department offers courses leading to the Bachelor of Arts degree in Music, the Bachelor of Arts degree in Music Education with the West Virginia First Class High School Certificate, and the Bachelor of Arts degree in Music Education with the West Virginia Special Non-academic Certificate. Programs for a music minor and for a second teaching field are also offered.

The Bachelor of Arts degree in Music is intended primarily for students planning future professional careers of a specialized nature in applied music, theory, or teaching. The Bachelor of Arts degree in Music Education with the First Class High School Certificate is designed for students interested in public school music careers on the secondary level. The Bachelor of Arts degree in Music Education with the Special Non-academic Certificate qualifies students to teach public school music on the elementary and secondary levels (grades 1 through 12). The latter program requires only the one teaching field on the secondary level.

Courses offered by the Music Department are open to all college students within the limitations of specific course prerequisites. The general student interested in music as an avocation is encouraged to participate in Band and Choir, in applied music, and in any of the other activities of the Music Department. Private music lessons are available in piano, organ, voice, and in most of the band and orchestral instruments, without additional fee.

Note: The term "music major" is understood to include any student working for a degree with a major in Music or Music Education.

**SPECIAL REQUIREMENTS FOR MUSIC MAJORS.** In addition to prescribed courses, it is expected that all students working for a degree with a major in music will complete satisfactorily certain other requirements:

1. **Ensemble Participation.** It is felt that invaluable practical experience is gained from participation in groups such as Band and Choir. For this reason, all music majors are required to participate in the appropriate ensemble for each and every semester of their college careers, with or without credit. In addition, they are encouraged to take part in other ensemble activities when possible. Minor or teaching field students in music also are expected to participate in as much ensemble work as circumstances will allow. A maximum of 4 hours of credit may be obtained through ensemble participation.

2. **Piano Proficiency.** All music curriculum students are required to pass a proficiency level test in piano some time prior to the senior year before they can be recommended by the Music Department for directed teaching in music or for graduation with a music major, or teaching field. Arrangements for the test may be made with the appropriate professor at a time selected by the student, and it can be taken several times until a passing mark is obtained. The student may attain the proper proficiency level either through college instruction or by outside means. The test shall include an ability to play four-part hymn-style compositions, simple accompaniments, and standard piano exercises of a rudimentary nature.

3. **Senior Recital.** Music majors who qualify as performers are required to appear in a Senior Recital during the final year, on recommendation of the music faculty. Music majors not appearing in such a recital are required to take an active part in the planning and presentation of one of the Music Department's major productions for the year.

4. **Attendance at Musical Events.** It is felt that only through attendance at musical events can the student begin to acquire a background in music literature so vital to his future as an active musician and teacher. For this reason, all music major, minor, and teaching field students are expected to take advantage of the concerts, recitals, and other musical programs presented by the Music Department or sponsored by the college or community.

**SUPERVISED TEACHING IN MUSIC.** Students making application for supervised teaching in the music field will be recommended subject to the approval of the music faculty. The criteria for approval will be a review of the student's general qualifications and college record. At the discretion of the music faculty, students not recommended for supervised teaching will be given an opportunity for re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been corrected.

**JOB OPPORTUNITIES IN MUSIC.** Job opportunities in music in recent years, especially in public school, have greatly increased until the demand far exceeds the supply. Shepherd College music graduates on the secondary level have had numerous positions from which to choose at salaries uniformly high. Current indications point to an even greater demand for trained personnel of this type in the foreseeable future.



### Curriculum for the Bachelor of Arts Degree with a Major in Music

Required courses, 38 hours:

Music as an Art and Science 101 .....	2
Fundamentals of Music 102 .....	2
Music in Human Relations 111 .....	2
Music Theory 201, 202 .....	4
Advanced Music Theory 301, 302 .....	4
Form and Analysis 304 .....	2
Music History 311, 312 .....	4
Vocal Conducting 325, or Instrumental Conducting 326 .....	2
Counterpoint 401 .....	3
Music Literature 411, or Masterpieces of Music 314 .....	2
Applied Music .....	9
Music Elective (selected from the fields of Music Literature or Music Education) .....	2
Recital, or Musical Production .....	NC

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38



Shepherd Students Take Private Lessons Without Additional Cost

**Curriculum for the Bachelor of Arts Degree with a Major in Music  
Education and the First Class High School Certificate**

Required courses, 41 hours:

Music as an Art and Science 101 .....	2
Fundamentals of Music 102 .....	2
Music in Human Relations 111 .....	2
Instrumental Classes (Woodwind 231, Brass 232, String 233, Percussion 234) .....	4
or	
[ Instrumental Classes (Woodwind 231, Brass 232, or String 233) 2 ]	2
[ Development of Choral Ensembles 228 .....	2 ]
Music Theory 201, 202 .....	4
Advanced Music Theory 301, 302 .....	4
Form and Analysis 304 .....	2
Vocal Conducting 325 .....	2
Instrumental Conducting 326 .....	2
Music History 311, 312 .....	4
Secondary Music Education 425 .....	2
Ensemble (Band, Choir, etc.) .....	2
Applied Music .....	9
Recital, or Musical Production .....	NC
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	41

**Curriculum for the Bachelor of Arts Degree with a Major in Music  
Education and the Special Nonacademic Certificate**

Required courses, 55 hours:

Music as an Art and Science 101 .....	2
Fundamentals of Music 102 .....	2
Music in Human Relations 111 .....	2
Instrumental Classes (Woodwind 231, Brass 232, String 233, Percussion 234) .....	4
Development of Choral Ensembles 228 .....	2
Music Materials and Procedures 226 .....	3
Music Theory 201, 202 .....	4
Advanced Music Theory 301, 302 .....	4
Form and Analysis 304 .....	2
Vocal Conducting 325 .....	2
Instrumental Conducting 326 .....	2
Music History 311, 312 .....	4
Secondary Music Education 425 .....	2
Ensemble (Band, Choir, etc.) .....	2
Applied Music .....	10
Music Electives (selected from the fields of Music Literature, Music Theory, or Music Education) .....	8
Recital, or Musical Production .....	NC
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	55

### Curriculum for the Music Minor

Required courses, 22 hours:

Music as an Art and Science 101 .....	2
Fundamentals of Music 102 .....	2
Music in Human Relations 111 .....	2
Music Theory 201, 202 .....	4
Music History 311, 312 .....	4
Applied Music .....	6
Music Elective (selected from the fields of Music Literature, Music Theory, or Music Education) .....	2
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	22

### Curriculum for the Teaching Field in Music

Required courses, 27 or 28 hours:

Music as an Art and Science 101 .....	2
Fundamentals of Music 102 .....	2
Music in Human Relations 111 .....	2
Music Theory 201 .....	2
Vocal Conducting 325 .....	2
Instrumental Conducting 326 .....	2
Secondary Music Education 425, or Music Materials and Procedures 226 .....	2-3
Music History 311, 312 .....	4
Applied Music .....	9
	—
	27 or 28

Note: In specific cases, other Music Literature courses may be substituted for those Music Literature courses specified in the preceding curricula, subject to the approval of the head of the department.

### MUSIC THEORY

101. **Music as an Art and Science.** A dynamically oriented study in which basic music fundamentals such as notation, scales, chords, terminology and music reading are presented through musical experiences with which teachers need to be familiar: singing, accompanying simple songs, and creative experiences. Two hours, first semester.
102. **Fundamentals of Music.** A basic study of music theory to include sight-singing and dictation, keyboard harmony, scales, intervals, melodic and rhythmic patterns, triads and inversions, and simple harmonic procedures. Prerequisite: Music 101. Two hours, second semester.
201. **Music Theory.** A study of harmonic progressions in three and four part textures involving the diatonic triad and its inversions, non-harmonic tones, and modulation to related tonal centers. Prerequisite: Music 101. Two hours, first semester.
202. **Music Theory.** A continuation of Music Theory 201. A study of the diatonic seventh chord and its inversions, modulation to more remote tonal centers, and diatonic chorale harmonization in four-part texture. Prerequisite: Music 201. Two hours, second semester.



301. **Advanced Music Theory.** A continuation of Music Theory 202. A study of altered triads, altered seventh chords, and augmented sixth chords in major and minor keys, modulation to remote tonal centers, and four-part chorale harmonizations using the complete harmonic equipment as found in the Bach chorales. Prerequisite: Music 202. Two hours, first semester.
302. **Advanced Music Theory.** A continuation of Music Theory 301. The part-writing of sonorities such as the ninth, eleventh, thirteenth, and superimposed fourth chords, and a study of the modern harmonic devices of modality, polytonality, atonality and others, as found in contemporary compositions. Prerequisite: Music 301. Two hours, second semester.
304. **Form and Analysis.** The analysis and composition of homophonic forms from the simple phrase through the one-movement sonata allegro form. Both vocal and instrumental forms are included. Prerequisite: Music 202. Two hours, second semester.
401. **Counterpoint.** A study of the practices and techniques of the contrapuntal art of the 16th and 18th centuries, and an investigation of the motet, fugue, chorale prelude, and other contrapuntal forms. Prerequisite: Music 202. Three hours, first semester, on demand.

### MUSIC HISTORY AND LITERATURE

111. **Music in Human Relations.** A course designed to aid the general student in the perception, understanding, and appreciation of music, by increasing his awareness of the important role music plays in the cultural development of his society. Records and other aids are used in touching upon many phases of the musical art such as acoustics, the musical elements, notation, musical styles and music history. Two hours, first and second semesters.
311. **Music History.** A study of the evolution of the musical art from ancient times through the early Christian era, the Middle Ages, and the Romanesque, Gothic, Renaissance, and Baroque periods. Two hours, first semester.
312. **Music History.** A continuation of Music History 311. A study of music and musicians of the Classical, Romantic and Modern Periods, with an extensive survey of the contemporary scene. Prerequisite: Music 311. Two hours, second semester.
- 312a. **Music History.** Similar to Music 311-312, only with somewhat less detail. Offered during summer sessions, or at night. Three hours, on demand.
314. **Masterpieces of Music.** A course for both music student and dilettante designed to furnish background and information about well-known musical compositions and their composers. Several different orchestral or choral masterpieces are selected and analyzed at each course offering. Two hours, on demand.
411. **Music Literature.** The investigation of a specific topic in Music Literature to be chosen from the following fields: Opera, Symphonic Literature, Chamber Music, Choral Literature. Prerequisite: Consent of the professor. Two hours, on demand.
421. **Music Research and Independent Study.** Qualified seniors may pursue a course of independent study in their major area under the supervision of the appropriate faculty advisor. Students selected must exhibit outstanding ability and scholarship in their chosen

area, and must meet the requirements for the Independent Study Program as outlined elsewhere in this catalogue. One to three hours.

Note: On consent of the professor, music students may take Music 314 or Music 411 for credit more than one time, inasmuch as the subject matter varies with each course offering.

## MUSIC EDUCATION

226. **Music Materials and Procedures.** A dynamically oriented study of the basic music program of the elementary school in which students learn techniques of teaching and using materials for singing, rhythms, and listening. Special emphasis is placed on the rote song, the reading program, part singing, movement to music, and pre-orchestral instruments. Prerequisite: Music 101. Three hours, second semester.
228. **Development of Choral Ensembles.** The development of various types of choral ensembles, and the study of music literature suitable for junior and senior high schools. Sacred, secular, operetta, and art-song materials are used. Principles governing group voice training, choral tone, diction, rhythm, and conducting are emphasized. Prerequisite: One semester of singing experience in a college choral group. Two hours, second semester.
231. **Woodwind Class.** The study of general problems related to the woodwinds. Students learn to play representative instruments of the family. One hour, first semester.
232. **Brass Class.** The study of general problems related to the brass instruments. Students learn to play representative instruments of the family. One hour, second semester.
233. **String Class.** The study of general problems related to the strings. Students learn to play representative instruments of the family. One hour, first semester.
234. **Percussion Class.** The study of general problems related to the percussion instruments. Students learn to play representative instruments of the family. One hour, second semester.
325. **Vocal Conducting.** A study of the problems of the choral conductor: organization, seating, literature, rehearsal and accompaniment, with interpretative analysis of numbers in sacred and secular choral literature. Two hours, first semester.
326. **Instrumental Conducting.** A course for the prospective band or orchestra director. Included are elementary through more advanced score-reading, conducting procedures, and practical experience in directing college instrumental ensembles. Two hours, second semester.
327. **Instrumental Arranging.** The study of transpositions, ranges, tonal colors, and idiomatic writing, and the practical application of these techniques to instrumental ensemble writing, including band and orchestra. Two hours, first semester.
329. **Music Education Workshop.** A workshop designed to meet problems in music pedagogy common to all elementary teachers. Special emphasis is placed on the study of new materials and procedures. One hour, summer only.

425. **Secondary Music Education.** A course designed to study problems arising in junior high school and high school music teaching. Materials, procedures and methods for vocal, instrumental, and general music courses are discussed. Two hours, first semester.
427. **Summer Music Clinic.** A series of seminar meetings conducted by the Shepherd College music faculty and a guest clinician for the benefit of high school music instructors and prospective secondary level music teachers. Members of the class observe rehearsal and teaching techniques of the clinician during the week-long session as he works with high school band students from the surrounding area. Many meetings are devoted to problems relative to the secondary instrumental and vocal programs. One hour, summer only.

Note: Music majors may take Music 329 or Music 427 as proper electives only with the approval of the head of the department.

## ENSEMBLE

Ensemble work may be taken with or without credit, and the general college student is encouraged to participate. A maximum of four hours of credit may be granted for ensemble participation.

Ensemble course numbers relate to the number of semesters of credit in a specific ensemble, and not to the college class level of a student.

- 251, 252, 351, 352. **Band.** The reading and performance of band literature, and the participation in campus and off-campus concerts and programs, including appearances at numerous high schools in the surrounding area. Open to all college students by consent of the professor. One hour, first and second semesters.
- 253, 254, 353, 354. **College Choir.** A study and interpretation of the various choral styles found in music history including the modern literature. Public performance of both sacred and secular music. Open to all college students by consent of the professor. One hour, first and second semesters.
- 355, 356. **Oratorio Chorus.** The study, rehearsal, and public performance of selected choral masterpieces. Attendance at rehearsals and public performances, and an ability to learn a singing part are required. One hour, on demand.
- 357, 358. **Instrumental Ensemble.** A course designed to give the instrumental student experience in playing in small standard ensemble groups, and to acquaint him with the ensemble literature. One hour, on demand.

## APPLIED MUSIC

The term "instrument" is understood to include voice, piano, and organ, in addition to the usual band and orchestral instruments.

Applied music lessons are available to all college students by consent of the professor involved, and are given from the beginning through the advanced levels. One credit hour is based on one half-hour lesson plus a minimum of three hours of practice per week. Two credit hours are based on two half-hour lessons plus a minimum of six hours of practice per week. Lower division students may take lessons on a specific instrument for one hour of credit only, per semester. Upper division students may take lessons on a specific instrument for two hours of credit per semester, with the consent of the appropriate professor.



Applied music course numbers relate to the number of semesters of credit in a specific instrument, and not to the college class level of a student.

Applied music students of sufficient skill are given numerous opportunities to appear in public performance on Music Department musicales, recitals, concerts, and other programs presented before schools, clubs, and civic organizations.

161, 162, 261, 262, 361, 362, 461, 462 **Piano.** Private piano instruction is offered from the beginning through the advanced levels, and aims at the development of individual proficiency in technique and interpretation through the study and performance of the various keyboard styles in the piano literature. One or two hours, first and second semesters.

165, 166, 265, 266, 365, 366, 465, 466 **Organ.** Private organ instruction is offered from the beginning through the advanced levels, and deals with the idiomatic problems of technique and interpretation characteristic of this instrument, as found in the standard literature. One or two hours, first and second semesters.

171, 172, 271, 272, 371, 372, 471, 472, **Voice.** Private vocal instruction involves the interpretation of sacred and secular vocal literature on all levels of difficulty commensurate with the background and needs of the student. Good tone placement, breathing, phrasing, diction, and other vocal techniques are stressed. One or two hours, first and second semesters.

181, 182, 281, 282, 381, 382, 481, 482 (the appropriate letter for the specific instrument is added to these numbers) **Instrumental Instruction.** Private instruction aims at stressing the development of individual proficiency through the study of proper techniques, embouchure, breath control, etc., for the instrument studied. Standard methods and solo literature are studied. One or two hours, first and second semesters.

a. Violin	f. Oboe	k. French Horn
b. Viola	g. Clarinet	l. Trombone
c. Cello	h. Saxophone	m. Baritone Horn
d. String Bass	i. Bassoon	n. Bass Horn
e. Flute	j. Trumpet (Cornet)	o. Percussion

## SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR OF ARTS DEGREE WITH A MAJOR IN MUSIC

### Freshman Year

First Semester		Second Semester	
Written and Spoken English 101 ....	3	Written and Spoken English 102 ..	3
Development of Social Institu- tions 101 .....	3	Development of Social Institu- tions 102 .....	3
General Biological Science 101 (or Physical Science 103) .....	3	General Biological Science 102 (or Physical Science 104) .....	3
Orientation 101 .....	2	Orientation in Physical Educa- tion 122 .....	1
Orientation in Physical Educa- tion 121 .....	1	Fundamentals of Music 102 .....	2
Music as an Art and Science 101 ..	2	Applied Music .....	1
Applied Music .....	1	Electives .....	3
	15		16

### Sophomore Year

First Semester		Second Semester	
Human Development 201 .....	3	Human Development 202 .....	3
Fundamental Social Problems 211	3	Fundamental Social Problems 212 ..	3
English Literature 210 or 211 (or American Literature 212 or 214) 3		Spoken English 213 .....	3
Art Appreciation 103 .....	2	Music in Human Relations 111 ...	2
Music Theory 201 .....	2	Music Theory 202 .....	2
Applied Music .....	1	Applied Music .....	1
Foreign Language .....	3	Foreign Language .....	3
	17		17

### Junior Year

First Semester		Second Semester	
Advanced Music Theory 301 .....	2	Advanced Music Theory 302 .....	2
Music History 311 .....	2	Music History 312 .....	2
Vocal Conducting 325 (or Instrumental Conducting 326) ..	2	Form and Analysis 304 .....	2
Applied Music .....	1	Applied Music .....	1
Foreign Language .....	3	Foreign Language .....	3
Electives .....	6	Electives .....	6
	16		16

### Senior Year

First Semester		Second Semester	
Music Literature 411 (or Music Literature 314) .....	2	Applied Music .....	1
Counterpoint 401 .....	3	Music Elective .....	2
Applied Music .....	2	Electives .....	12
Electives .....	9	Recital, or Musical Production ....	NC
	16		15

**SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR  
OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCA-  
TION AND THE FIRST CLASS HIGH SCHOOL  
CERTIFICATE**

**Freshman Year**

**First Semester**

Written and Spoken English 101 ..	3
Development of Social Institu- tions 101 .....	3
General Biological Science 101 (or Physical Science 103) .....	3
Orientation 101 .....	2
Orientation in Physical Educa- tion 121 .....	1
Music as an Art and Science 101 ..	2
*Woodwind Class 231 .....	1
Applied Music .....	1
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	16

**Second Semester**

Written and Spoken English 102 ..	3
Development of Social Institu- tions 102 .....	3
General Biological Science 102 (or Physical Science 104) .....	3
Orientation in Physical Educa- tion 122 .....	1
Fundamentals of Music 102 .....	2
Brass Class 232 .....	1
Applied Music .....	1
Electives .....	2
<hr/>	
	16

**Sophomore Year**

**First Semester**

Human Development 201 .....	3
Fundamental Social Problems 211	3
English Literature 210 or 211 (or American Literature 212 or 214)	3
Art Appreciation 103 .....	2
Music Theory 201 .....	2
String Class 233 .....	1
Applied Music .....	1
Electives .....	2
<hr/>	
	17

**Second Semester**

Human Development 202 .....	3
Fundamental Social Problems 212	3
Spoken English 213 .....	3
Music in Human Relations 111 ....	2
Music Theory 202 .....	2
Percussion Class 234 .....	1
Applied Music .....	1
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	15

**Junior Year**

**First Semester**

Advanced Music Theory 301 .....	2
Music History 311 .....	2
Vocal Conducting 325 .....	2
Ensemble .....	1
Applied Music .....	1
Electives .....	8
<hr/>	
	16

**Second Semester**

Advanced Music Theory 302 .....	2
Music History 312 .....	2
Instrumental Conducting 326 .....	2
Form and Analysis 304 .....	2
Ensemble .....	1
Applied Music .....	2
Electives .....	5
<hr/>	
	16

**Senior Year**

**First Semester**

Secondary Music Education 425 ..	2
Applied Music .....	2
Electives .....	13
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	17

**Second Semester**

Professional Education Block ....	15
Recital, or Musical Production ....	NC
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	15

\*Vocal and Keyboard students will take two hours of instrumental classes selected from Music 231, 232, or 233, plus Development of Choral Ensembles 228 (two hours).



# **SUGGESTED FOUR-YEAR SCHEDULE FOR THE BACHELOR OF ARTS DEGREE WITH A MAJOR IN MUSIC EDUCA- TION AND THE SPECIAL NONACADEMIC CERTIFICATE**

## **Freshman Year**

First Semester		Second Semester	
Written and Spoken English 101 ..	3	Written and Spoken English 102 ..	3
Development of Social Institu- tions 101 .....	3	Development of Social Institu- tions 102 .....	3
General Biological Science 101 (or Physical Science 103) .....	3	General Biological Science 102 (or Physical Science 104) .....	3
Orientation 101 .....	2	Orientation in Physical Educa- tion 122 .....	1
Orientation in Physical Educa- tion 121 .....	1	Fundamentals of Music 102 .....	2
Music as an Art and Science 101 ..	2	Brass Class 232 .....	1
Woodwind Class 231 .....	1	Music Materials and Procedures 226 .....	3
Applied Music .....	1	Applied Music .....	1
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16		17	

## **Sophomore Year**

First Semester		Second Semester	
Human Development 201 .....	3	Human Development 202 .....	3
Fundamental Social Problems 211	3	Fundamental Social Problems 212	3
English Literature 210 or 211 (or American Literature 212 or 214)	3	Spoken English 213 .....	3
Art Appreciation 103 .....	2	Music in Human Relations 111 ....	2
Music Theory 201 .....	2	Music Theory 202 .....	2
String Class 233 .....	1	Percussion Class 234 .....	1
Applied Music .....	1	Choral Ensembles 228 .....	2
<hr/>		<hr/>	
15		17	

## **Junior Year**

First Semester		Second Semester	
Advanced Music Theory 301 .....	2	Advanced Music Theory 302 .....	2
Music History 311 .....	2	Music History 312 .....	2
Vocal Conducting 325 .....	2	Instrumental Conducting 326 .....	2
Ensemble .....	1	Form and Analysis 304 .....	2
Applied Music .....	2	Ensemble .....	1
Music Elective .....	2	Applied Music .....	2
Electives .....	5	Electives .....	6
<hr/>		<hr/>	
16		17	

## **Senior Year**

First Semester		Second Semester	
Secondary Music Education 425 ..	2	Professional Education Block ....	15
Applied Music .....	2	Recital, or Musical Production ..	NC
Music Electives .....	6	<hr/>	
Electives .....	5	<hr/>	
<hr/>		<hr/>	
15		15	

## DIVISION OF HEALTH AND PHYSICAL EDUCATION

Mr. Fieger, **Chairman**, Dr. Cree, Miss Hammer,  
Mr. Riggleman, and Mr. Smith

Purposes are (1) to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community health, (2) to prepare teachers of health education, physical education, and athletic coaches for the secondary schools, (3) to prepare elementary school teachers to assume their responsibilities for the health education and physical education of their pupils, (4) to prepare students to enter graduate schools, (5) to prepare men and women for recreation leadership, and (6) to provide opportunities for students and faculty to participate in a variety of recreational activities.

### Curriculum for a Major in Physical Education

Required courses, 44 hours:

Personal and Community Hygiene 103 .....	3
Physical Education for Elementary Schools 222 .....	2
Human Anatomy and Physiology 306 .....	4
School Health Problems 312 .....	2
Community Recreation 314 .....	2
History and Philosophy of Physical Education 325 .....	2
Adapted Physical Education (Corrective and Preventive) 401 ....	2
Special Methods in Physical Education 404c .....	2
Kinesiology 405 .....	3
Administration of Health and Physical Education 406 .....	3
Physical Education for Secondary Schools 407 .....	2
Tests and Measurements in Physical Education 410 .....	2

\*Electives ..... 6

Theory and Practice of Physical Education, 15 hours, as follows.

	Men	Women
Orientation in Physical Education 121, 122** .....	2	2

Team Sports:

Team Sports for Women 211 - 307B .....	3
Theory and Practice of Coaching Football 305 .....	1
Theory and Practice of Coaching Baseball 306 .....	1
Theory and Practice of Coaching Basketball 307 .....	1

Recreational or Individual Activities:

Swimming .....	1	1
Individual and Dual Sports 313 .....	2	2
Boxing and Wrestling 402 .....	1	

Rhythmic Activities:

Folk and Square Dancing 320 and/or		
Social Dancing 321 .....	2-or-1	2-or-1
Rhythms for Children 221 .....		1
Modern Dancing 322 .....		1

\*The six hours of electives will be chosen from the following areas: History, Psychology, Sociology, English, Mathematics, Science or Foreign Language.

	Men	Women
School and Community Activities:		
Games 201 .....	2	2
First Aid 303 .....		2
Care and Prevention of Athletic Injuries 304 .....	2	

\*No credit in Physical Education shall be allowed for participation in intercollegiate athletics.

\*\*Included in General Education Program.

Students who elect Physical Education as a major will choose their minor in an area where the liberal arts content is substantial.

### Curriculum for a Minor in Physical Education

Required courses, 27 hours:

Personal and Community Hygiene 103 .....	3
Physical Education for Elementary Schools 222 or	
Physical Education for Secondary Schools 407 .....	2
Human Anatomy and Physiology 306 .....	4
School Health Problems 312 .....	2
Adapted Physical Education, (Corrective and	
Preventive) 401 .....	2
Administration of Health and Physical Education 406	3

Theory and Practice of Physical Education, 11 hours, as follows:

	Men	Women
Orientation in Physical Education 121, 122** .....	2	2
Team Sports:		
Team Sports for Women 211 - 307B .....		3
Theory and Practice of Coaching Football 305 .....	1	
Theory and Practice of Coaching Baseball 306 .....	1	
Theory and Practice of Coaching Basketball 307 .....	1	

Recreational or Individual Activities:

Swimming .....	1	1
Individual and Dual Sports 313 .....	2	2

Rhythmic Activities:

Folk and Square Dancing 320 or Social Dancing 321 ....2-or-1	2-or-1
Rhythms for Children 221 .....	1

Social and Community Activities:

First Aid 303 .....	2
Care and Prevention of Athletic Injuries 304 .....	2

### Curriculum for a Teaching Field in Physical Education

Required courses, 27 hours:

Personal and Community Hygiene 103 .....	3
Physical Education for Elementary Schools 222 or	
Physical Education for Secondary Schools 407 .....	2
Human Anatomy and Physiology 306 .....	4
School Health Problems 312 .....	2
Adapted Physical Education, (Corrective and	
Preventive) 401 .....	2
Administration of Health and Physical Education 406	3
*Electives .....	10

\* The 10 hours of electives will be chosen from the following areas: History, Psychology, Sociology English, Mathematics, Science or Foreign Language. Students who elect Physical Education as a teaching field will choose their second field in areas other than Home Economics or Business Education.



Theory and Practice of Physical Education, 11 hours, as follows\*:

	Men	Women
Orientation in Physical Education 121, 122**	2	2
Team Sports <sup>1</sup>	3-5	3
Recreational Activities, including Individual and Dual Sports <sup>2</sup>	1-3	1-3
School and Community Activities <sup>3</sup>	1-4	1-4
Rhythmic Activities <sup>4</sup>	1	3

\* No credit in Physical Education shall be allowed for participation in intercollegiate sports.  
 \*\*Included in the General Education Program.

<sup>1</sup> Team Sports included: Baseball, Football, Basketball, Volleyball, Speedball, Soccer, Softball, Touch Football, Field Hockey, Track and Field.

<sup>2</sup> Recreational Activities include: Individual and Dual Sports, Swimming, Archery, Golf, Tennis, Badminton, Table Tennis, Boxing, Wrestling, Gymnastics, Apparatus, and Tumbling.

<sup>3</sup> School and Community Activities include: Games, First Aid, Care and Prevention of Athletic Injuries, Camping, Hiking, Club Leadership, and Community Recreation.

<sup>4</sup> Rhythmic Activities include: Folk Dancing, Modern Dancing, Social Dancing, Clog and Tap Dancing, and Rhythms for Children.

### Curriculum for Corrective Therapy

Required courses, 50 hours:

Personal and Community Hygiene 103	3
Physical Education for Elementary Schools 222	2
Human Anatomy and Physiology 306	4
School Health Problems 312	2
Community Recreation 314	2
History and Philosophy of Physical Education 325	2
Adapted Physical Education (Corrective and Preventive) 401	2
Special Methods in Physical Education 404c	2
Kinesiology 405	3
Administration of Health and Physical Education 406	3
Physical Education for Secondary Schools 407	2
Tests and Measurements in Physical Education 410	2
Field Work in Corrective Therapy 408	6

Theory and Practice of Physical Education, 15 hours, as follows\*:

	Men	Women
Orientation in Physical Education 121, 122**	2	2
Team Sports:		
Team Sports for Women 211 - 307B		3
Theory and Practice of Coaching Football 305	1	
Theory and Practice of Coaching Baseball 306	1	
Theory and Practice of Coaching Basketball 307	1	
Recreational or Individual Activities:		
Swimming	1	1
Individual and Dual Sports 313	2	2
Boxing and Wrestling 402	1	
Rhythmic Activities:		
Folk and Square Dancing 320 and/or Social Dancing 321	2-or-1	2-or-1
Rhythms for Children 221		1
Modern Dancing 322		1
School and Community Activities:		
Games 201	2	2
First Aid 303		2
Care and Prevention of Athletic Injuries 304	2	

\* No credit in Physical Education shall be allowed for participation in intercollegiate athletics.

\*\*Included in General Education Program.

## Curriculum for Pre-Physical Therapy

## Freshman Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
History 101 .....	3	History 102 .....	3
Physical Education 121 .....	1	Physical Education 122 .....	1
Physical Education 103 .....	3	Music 111 .....	2
Psychology 101 .....	2	Art 103 or 104 .....	2
Chemistry 101 .....	4	Chemistry 102 .....	4
		Swimming 101 .....	1
<hr/>		<hr/>	
16		16	

## Sophomore Year

First Semester		Second Semester	
English 210, 211, 212 or 214 .....	3	English 213 .....	3
Sociology 211 .....	3	Sociology 212 .....	3
Physics 211 .....	4	Physics 212 .....	4
Biology 208 .....	4	Biology 209 .....	4
Psychology 103 .....	3	Psychology 104 .....	3
<hr/>		<hr/>	
17		17	

Third and fourth years (See Advisor).

## SCHEDULE FOR PHYSICAL EDUCATION MAJORS

## Freshman Year

First Semester		Second Semester	
English 101 .....	3	English 102 .....	3
Biology 101 .....	3	Biology 102 .....	3
History 101 .....	3	History 102 .....	3
Psychology 101 .....	2	Art 104 .....	2
Physical Education 121 .....	1	Physical Education 122 .....	1
Physical Education 103 .....	3	Music 103 .....	2
*Electives .....	1-2	Electives .....	2-3
<hr/>		<hr/>	
16-17		16-17	

## Sophomore Year

First Semester		Second Semester	
Education 201 .....	3	Education 202 .....	3
English Literature 210 or 211 (or American Literature 212 or 214) ..	3	English 213 .....	3
Sociology 211 .....	3	Physical Education 313 .....	2
Physical Science 211 .....	4	Sociology 212 .....	3
Physical Education 211 (Women) ..	3	Physical Education 201 .....	2
Physical Education 305, 307 (Men) 2		Electives .....	3-4
Electives .....	1-2	<hr/>	
<hr/>		16-17	

101. **Beginning Swimming.** Credit, one hour. The purpose of this course is to teach a student basic strokes in swimming. First and second semesters.

103. **Personal and Community Hygiene.** Credit, three hours. The purpose of this course is to improve the quality of living by providing opportunities for students to acquire scientific knowledge, favorable attitudes, and desirable habits of personal and community hygiene. First and second semesters.

\*See note concerning electives on page 107.

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119. **Individual Adapted Physical Education.** Credit, one hour. This course is for those students who, for reasons of physical disability or age, can not safely engage in Physical Education 121 and 122. The content of the course will vary to meet the individual student's needs. Students will be assigned to this course by the joint action of the College Health Service and the Instructors of Required Physical Education for Men and Women, respectively.
120. **Individual Adapted Physical Education.** Credit, one hour. This course is a continuation of Physical Education 119.
121. **Orientation in Physical Education.** Credit, one hour. The purpose of this course is to develop basic skills in team sports, rhythms, swimming, individual and dual sports, stunts and tumbling, body mechanics, and to acquire a philosophy of physical education. First semester.
122. **Orientation in Physical Education.** Credit, one hour. This course is a continuation of Physical Education 121. Second semester.
201. **Games.** Credit, two hours. This course provides students opportunities to learn and present games of primary and intermediate organization to public school pupils. First semester, second semester and summer.
202. **Intermediate Swimming.** Credit, one hour. The purpose of this course is to teach students who have completed the beginning course in swimming to improve basic skills and learn additional skills. First semester.
206. **Tennis.** Credit, one hour. The purpose of this course is to enable students to learn the fundamental skills of tennis. Second semester and summers.
207. **Golf.** Credit, one hour. The purpose of this course is to enable students to learn the fundamental skills of golf. Second semester.
209. **Tumbling and Gymnastics.** Credit, one hour. The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills of tumbling and gymnastics. Teaching methods and safety skills will be emphasized in this class. Class members will be given an opportunity to participate as student instructors in the freshman orientation tumbling and gymnastic units. First semester.
210. **Camp Counseling and Outdoor Education.** Credit, two hours. This introductory course attempts to develop in the student a philosophy of camping by studying the history, different types of camps and the skills required of a successful camp counselor. A knowledge and understanding of how the camping experience contributes in its own unique way to the broader aims of the American educational process is also stressed. Second semester.
- 211W. **Team Sports.** Credit, three hours. The purpose of this course is to enable students to learn the theory and practice of team sports in which no special course is given; i.e. soccer, speedball, volleyball, field hockey, field ball, and softball. First semester.
- 211M. **Team Sports.** Credit, three hours. The purpose of this course is to give future teachers of physical education an opportunity to learn the fundamental skills and teaching techniques of soccer, speed ball, volleyball, softball, and touch football. First and second semester.
221. **Rhythms for Children.** Credit, one hour. The purpose of this course is to enable the student to learn basic rhythmic activities, to select and present a graded program in rhythms to public school children. First semester.



222. **Physical Education for Elementary Schools.** Credit, two hours. The purpose of this course is to enable students to teach physical education to elementary school children. First and second semesters.
301. **Swimming and Diving.** Credit, one hour. The purpose of this course is to teach students to master many techniques of swimming. In addition to the above, some time will be devoted to the fundamentals of spring board diving. To be eligible for this course a student must have satisfactorily completed Beginning Swimming and Intermediate Swimming or its equivalent. Second semester.
303. **First Aid.** Credit, two or three hours. This course is a combination of the Standard, Advanced, and Instructor Courses in First Aid. Students who satisfactorily complete this course are certified by the American National Red Cross as First Aid Instructors. Second semester and summer.
304. **Care and Prevention of Athletic Injuries.** Credit, two hours. A theory and laboratory course dealing with the prevention, care, and strapping of athletic injuries. Class members serve as student trainers during the football and/or basketball season. Open only to men students and with the permission of the instructor. Second semester.
305. **Theory and Practice of Coaching Football.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching football. First semester.
306. **Theory and Practice of Coaching Baseball.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching baseball. Second semester.
307. **Theory and Practice of Coaching Basketball.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching basketball. First Semester.
308. **Theory of Coaching Track and Field.** Credit, one hour. The purpose of this course is to enable the student to learn the theory and practice of coaching track and field events. Second semester.
309. **Synchronized Swimming.** Credit, one hour. A swimming course for the advanced swimmer, this course includes a concentration on form in all of the recognized swimming strokes, variations, stunts, swimming in unison and formations, with and without music. Open to persons holding "Advanced Swimmer's" or "Life Saving" certification, or by permission of instructor. Second semester.
312. **School Health Problems.** Credit, two hours. The purpose of this course is to study the health problems relating to public schools. Emphasis is placed upon the principles, policies, materials, and methods of teaching health in public schools. Prerequisite: Physical Education 103, and at least junior class standing. First semester, second semester and summer.
313. **Individual and Dual Sports.** Credit, two hours. The purpose of this course is to enable the student to acquire skills in doing and teaching such activities as archery, badminton, table tennis, paddle tennis and some of the co-recreational team sports. First semester, second semester, and summer.
314. **Community Recreation.** Credit, two hours. The purpose of this course is to enable the student to provide leadership in organizing and administering community recreation programs. First semester and summer.

315. **Archery.** Credit, one hour. The purpose of this course is to enable the student who has an interest in archery to develop advanced archery techniques. First semester and summer.
316. **Safety Education.** Credit, two hours. The purpose of this course is to develop a safety consciousness by means of projects dealing with home, highway, school, and industrial safety. The course includes methods and materials of teaching safety. Second semester 1961.
320. **Folk and Square Dancing.** Credit, two hours. The purpose of this course is to enable the student to perform, with skill and pleasure, many of the American folk and square dances and folk dances which are typical of other countries. In addition, the students will learn to teach, adapt, and call folk and square dances at the secondary and adult levels. Second semester.
321. **Social Dancing.** Credit, one hour. The purpose of this course is to enable the student to learn proper social dancing techniques, the etiquette of the dance floor, and methods of teaching social dancing. First semester.
322. **Modern Dancing.** Credit, one hour. The purpose of this course is to teach the student the techniques of modern dance, methods of teaching modern dance to the various age groups, and the historical background of the dance from primitive to the present times. First semester.
324. **Club Leadership.** Credit, one hour. The purpose of this course is to develop leadership for clubs found in public schools. First semester.
325. **History of Physical Education.** Credit, two hours. The purpose of this course is to enable prospective physical education teachers to learn the history of physical education from earliest times down to the present. Second semester and summer.
- 400a. **Senior Life Saving.** Credit, one hour. The purpose of this course is to enable students to acquire the knowledge and skills necessary to become Senior Life Savers. Prerequisite skills include the ability to swim one-fourth of a mile. This course is offered with the cooperation of the American National Red Cross and upon the successful completion of this course, Senior Life Saving certificates will be issued. By permission of instructor. Second semester—first 9 weeks.
- 400b. **Water Safety Instructors Course.** Credit, one hour. To be eligible to take this course, the student must possess a currently active Senior Life Saving card issued by the American National Red Cross. This course is taught by the Shepherd College Water Safety Chairman. Upon successful completion of this course, the student will become qualified to teach any swimming or life saving course offered by the Red Cross. Second semester—second 9 weeks.
401. **Adapted Physical Education. (Corrective and Preventive)** Credit, two hours. To acquaint the student with the problems underlying the need for an adapted physical education program, the organization, administration and conduct of adapted education programs for the most prevalent types of disabilities found in school populations, and to assist in the coordination of health and physical education services in the school. First semester and summer.
402. **Boxing and Wrestling.** Credit, one hour. The purpose of this course is to enable students to develop the fundamental skills of boxing and wrestling. Second semester.

403. **Football and Basketball Officiating.** Credit, two hours. This course is designed to acquaint the student with the rules of football and basketball and to teach him proper techniques of officiating these games. First semester.
- 404c. **Special Methods in Physical Education.** Credit, two hours. This course is designed to help the student acquire a knowledge of the application of the fundamental principles of learning and teaching motor skills. Class activities include teaching demonstrations, observations, lectures, discussions, reports of research on motor skill learning, and the preparation of teaching units in the various areas of physical education. Second semester and summer.
405. **Kinesiology.** Credit, three hours. The purpose of this course is to enable students to understand and apply the principles of the mechanics of bodily movement to activities. Second semester.
406. **Administration of Health and Physical Education.** Credit, three hours. The purpose of this course is to enable prospective health and physical education teachers to understand the philosophy, principles, problems, policies, and procedures essential to administer a good physical education program. First semester and second semester.
407. **Physical Education for Secondary Schools.** Credit, three hours. The purpose of this course is to enable the student to develop a good physical education program for secondary schools. First semester 1960: 1962, summer.
408. **Field Work in Corrective Therapy.** Credit, six hours. This course is offered in conjunction with the Veterans Administration Center, Martinsburg, West Virginia, where students interested in corrective therapy may take clinical training and be certified as Corrective Therapists. This course must be taken while the student is enrolled at the College. Further details may be obtained from Mr. Fieger, Chairman, Health and Physical Education Division.
410. **Tests and Measurements in Health Education and Physical Education.** Credit, two hours. The purpose of this course is to enable students to develop testing techniques applicable to health and physical education. First semester and summer.
411. **Independent Study in Health, Physical Education, Recreation, or Athletics.** Credit, one to three hours. This course is designed primarily for seniors with averages of 3.00 or above, who are seeking an opportunity for the investigation of professional problems. This study is particularly recommended for those students who plan to do graduate study in physical education or its related fields. Permission of the division chairman is required for enrollment in this course.



## DIVISION OF HOME ECONOMICS

Miss Noble, **Chairman**; Miss Sutton

The goal of home economics is to prepare students professionally in the field of homemaking and contribute to the improvement of home and family living. Young women may major in home economics, or both women and men may elect courses in home economics for personal enrichment and for a background in other vocations.

The entire program of home economics is based on democratic procedures. Experiences are provided for cooperative teacher-student planning, experimentation and cooperative evaluation.

### Philosophy and Purposes

- A. We in home economics at Shepherd College believe: In the dignity and importance of the individual; in trying to understand students better so we can help guide them in seeking their maximum development; that democratic processes are necessary if the dignity of the individual is to be considered; that satisfying family living is essential to every individual; that individual, as well as group philosophies, values and goals should be determined to give a sense of direction to home and family living; that philosophies, values and goals should be continually evaluated in the light of changes in economic and social conditions.
- B. Therefore, we propose: To help each individual enrolled in home economics to develop a philosophy with emphasis upon personal and family living; to assist students in working out satisfying relations with others in the family, school, church, and community; to help students acquire techniques and skills in using resources needed for accomplishing personal and family goals; to enrich cultural patterns of students by correlating Home Economics with pertinent phases of the arts, sciences, and humanities; to provide activities and experiences which will prepare students to teach homemaking in senior high schools.

### Physical Plant

Well-equipped clothing and food laboratories, laundry and textile testing room and an office are located on the first floor of Snyder Science Hall. There is also a brick house purchased by the state in 1946 which housed men students until the new dormitory for men was completed. This house became the Home Management Residence in 1954, thus completing original plans for its use at the time of purchasing. Students gain experience in group living through application of knowledge and skills of making a home while living in the residence. The first floor of the house has an attractively furnished living-dining room, well-equipped kitchen, a spacious hall and suite of rooms for the instructor. The second floor has four bedrooms, bath, hall and porch; the third floor is a large attic.

A well-equipped nursery school is located in the basement of White Hall. This school accommodates twelve nursery school children as well as home economics and elementary education majors who have actual experience with the children as a part of Shepherd College Teacher Education program. Adding to the facilities of the nursery school is the Little House directly north of the Residence. This is a small scale Dutch Colonial house containing six rooms and built of native limestone. It was made available to home economics students by Miss Shaw, head of the department of elementary education, who is consultant for the nursery school. Both the Residence and Little House are located in a spacious lawn bordered on the west by an ever-flowing brook. The lawn serves ideally for nursery school children's play.

### Opportunities for Employment

Employment opportunities for home economists are unlimited. Each year there are more requests for Shepherd College home economics majors than there are persons to fill the positions. This means that employment is practically assured Shepherd College students with four years of preparation in home economics.

### CURRICULUM

Curriculum for teaching home economics in senior high schools.  
Required courses 46 hours:

Clothing 102, 301 .....	6 hours
Textiles 101 .....	2 hours
Foods and Meal Management 201, 202 .....	6 hours
Marriage and Family Living 300 .....	2 hours
Consumer Economics 403 .....	3 hours
Child Care and Guidance 304 .....	3 hours
Home Equipment 305 .....	2 hours
Home Planning and Furnishing 306 .....	4 hours
Home Management 307 .....	3 hours
Nutrition 318 .....	3 hours
Methods of Teaching Home Economics at Secondary and Adult Levels 404 .....	4 hours
Home Management Residence 405 .....	5 hours
Nursery School 406 .....	3 hours
*Electives .....	10 hours
<b>Total</b> .....	<b>56 hours</b>

Students who do not plan to teach may qualify for a major with 42 hours in home economics by omitting Methods of Teaching Home Economics at Secondary and Adult Levels, 404.

### Curriculum for a Minor in Home Economics

(Also meets state requirements for a second teaching field)

Required courses 24 hours:

Foods and Meal Management 201, 202 .....	6 hours
Clothing 102, 301 .....	6 hours
Home Planning and Furnishing 306 .....	4 hours
Home Management 307 .....	3 hours
Child Care and Guidance 304 .....	3 hours
Marriage and Family Living 300 .....	2 hours
<b>Total</b> .....	<b>24 hours</b>

### FIRST YEAR

#### First Semester

Written and Spoken English 101 .....	3 hours
Development of Social Institutions 101 .....	3 hours
General Biological 101 or General Physical Science 103 ..	3 hours
Orientation 101 .....	1 hour
Orientation in Physical Education 121 .....	1 hour
Clothing 102 .....	3 hours
Textiles 101 .....	2 hours
<b>Total</b> .....	<b>16 hours</b>

\*The 10 hours of electives will be chosen from the following areas: History, Psychology, Sociology, English, Mathematics, Science or Foreign Language.

Students who elect to major in home economics will choose their minor in an area where the liberal content is substantial. Students who choose a teaching field in home economics will not be permitted to choose physical education or business education as a second field.

**Second Semester**

Written and Spoken English 102 .....	3 hours
Development of Social Institutions 102 .....	3 hours
General Biological 102 or General Physical Science 104 .....	3 hours
Orientation in Physical Education 122 .....	1 hour
Foods and Meal Management 201 .....	3 hours
Music in Human Relations 111 .....	2 hours
Elective .....	1 hour
<b>Total</b> .....	<b>16 hours</b>

**SECOND YEAR****First Semester**

Human Growth and Development 201 .....	3 hours
Fundamental Social Problems 211 .....	3 hours
Study and Appreciation of American or English Literature 210, 211, 212 or 214 .....	3 hours
Clothing 301 .....	3 hours
Advanced Written and Spoken English 213 .....	3 hours
Art Appreciation 103 or 104 .....	2 hours
<b>Total</b> .....	<b>17 hours</b>

**Second Semester**

Human Growth and Development 202 .....	3 hours
Fundamental Social Problems 212 .....	3 hours
Food and Meal Management 202 .....	3 hours
Home Equipment 305 .....	2 hours
Electives .....	6 hours
<b>Total</b> .....	<b>17 hours</b>

**THIRD YEAR****First Semester**

Home Furnishing and Planning 306 .....	4 hours
Marriage and Family Living 300 .....	2 hours
Home Management 307 .....	3 hours
Nutrition 318 .....	3 hours
Electives .....	5 hours
<b>Total</b> .....	<b>17 hours</b>

**Second Semester**

Child Care and Guidance 304 .....	3 hours
Nursery School 406 .....	3 hours
Elective .....	11 hours
<b>Total</b> .....	<b>17 hours</b>

**FOURTH YEAR****First Semester**

Home Management Residence 405 .....	5 hours
Methods of Teaching Home Economics at Secondary and Adult Levels 404 .....	4 hours
Electives .....	8 hours
<b>Total</b> .....	<b>17 hours</b>



## Second Semester

Audio Visual Aids 305 .....	3 hours
Integrated Methods 404 .....	4 hours
Directed Teaching .....	8 hours
Electives .....	2 hours
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Total .....	17 hours

101. **Textiles.** Credit, 2 hours. A study of fiber content, fundamental weaves, designs and finishes as well as selection and care of fabrics for clothing, household and commercial uses. Open to all students. First semester.
102. **Clothing.** Credit, 3 hours. The course gives experience in selection and use of commercial patterns in the construction of garments. Suitability of designs and materials, skills and fitting details are emphasized. The type of garment made depends upon the needs and previous clothing experience of the student. Many students tailor suits and coats for their first problems. Open to all students. First semester.
201. **Foods and Meal Management.** Credit, 3 hours. A study of nutritive values of foods, scientific principles of food preparation, planning, serving, and evaluating meals. No prerequisites. Open to all students. First semester.
202. **Foods and Meal Management.** Credit, 3 hours. A continuation of Home Economics 201 with experience in planning, preparing and serving luncheons, dinners and teas. Open to all students. Second semester.
300. **Marriage and Family Living.** Credit, 2 hours. A study of factors believed to form the basis for successful marriage and family life. Open to all students. First and second semesters.
301. **Advanced Clothing.** Credit, 3 hours. This course offers students further experience in applying knowledge of textiles and principles and elements of design as well as opportunity to perfect skills of construction and fitting through tailoring more difficult garments. Open to all students. Second semester.
304. **Child Care and Guidance.** Credit, 3 hours. A study of prenatal and infant care, and guidance of behavior of the child from one to six in the home and nursery school. Recognition of the infant and small child as an individual in the family group is emphasized, also the importance of environment. Open to all students. First and second semesters.
305. **Home Equipment.** Credit, 2 hours. The course includes selection, care, use and repair of equipment in the home. Needs of individual homes and schools are considered. Lectures, demonstrations, laboratory work and trips are included in presentation of material. On demand.
306. **Home Planning and Furnishing.** Credit, 4 hours. Simplicity, economy, and beauty of home and furnishings are emphasized in this course through applying the principles of design to basic house plans, furniture selection and arrangement, selection of curtains, slip covers, draperies, rugs, and accessories. The effect upon the family of beauty and the use of good taste in the home and surroundings is emphasized. Some experience is offered in refinishing furniture, constructing slip covers, draperies, and curtains. Open to all students above freshman year. First semester.

307. **Home Management.** Credit, 3 hours. A course designed to give general information concerning planning, directing, and guiding the use of human and material resources, such as time, energy, and money, in attaining personal and family goals. The material is presented through lectures, discussions, and demonstrations. Open to all students. First semester.
317. **Home Nursing.** Credit, 1 hour. This course concerns proper care of persons in the home who are ill or injured. Improvisation of equipment is an important phase of the course. Instruction approved by the Red Cross. Recommended as an elective. On demand.
318. **Nutrition.** Credit, 3 hours. Work in this field is concerned with problems of nutrition relative to the individual, family, and school. Open to all students. First and second semesters.
402. **Institution Management.** Credit, 3 hours. Planning, organization and administration of institution food service, personnel and work units. This includes planning, preparation and serving of quantity meals. Selection, care, and operation of equipment are studied. Professional ethics, public relations, employment procedures, personnel schedules, financial records, and purchasing of supplies are emphasized. Prerequisites: Home Economics 201 and 202. Recommended as an elective for all Home Economics majors. On demand.
403. **Consumer Economics.** Credit, 3 hours. This course is planned to assist the individual in spending personal and family income wisely. Emphasis is placed upon criteria for judging construction of clothing, household equipment and furnishings as well as materials used. Qualities and values of foods are studied and compared. Consideration is given to the importance of informative labeling, testing of goods, consumer legislation and dependable sources of consumer information. Open to all students. Second semester.
404. **Methods of Teaching Home Economics at Secondary and Adult Levels.** Credit, 4 hours. The first part of this course includes a study of the history, objectives, and philosophy of Home Economics in relation to those of General Education and Vocational Home Economics. Opportunities for specialization and employment in the numerous areas of Home Economics are emphasized. The physical setting including suitable equipment as well as organization of curricula for homemaking in high school is studied. Consideration is given to methods, techniques, procedures, evaluative instruments, and collection of materials for teaching Home Economics at the secondary and adult levels. On demand.
405. **Home Management Residence.** Credit, 5 hours. Groups of four to six students with an instructor live in the residence for a number of weeks. As students rotate through the various responsibilities, opportunities are given for application of knowledge and skills of homemaking as well as for relations in group living. Open to all students who have had Foods and Meal Management and Home Management 307.
406. **Nursery School.** Credit, 3 hours. Study of pre-school behavior and actual experience and guidance of the individual child and groups of children three and four years of age. Prerequisite: Home Economics 304. First and second semesters.

## DIVISION OF LANGUAGES AND LITERATURE

Dr. Malton, **Chairman**, Mr. Barker, Mrs. Byrer, Mr. Church, Mr. Coley,  
Dr. Edgell, Mr. Maine, Mrs. Smith, Dr. Sonderegger.

### BIBLE AND PHILOSOPHY

Purposes: To provide a focus of religious meaning for guidance of life and the integration of knowledge; to prepare students to enter the various branches of the Christian Ministry for graduate study in professional schools of religion; and to give enough professional training to enable a graduate of the college to enter immediately into Christian service as a minister or religious educator until such time as he may be able to continue in graduate study.

- 308a. **Bible—Old Testament.** Credit, two hours. A study of the history of the Old Testament and of its literary qualities and influences.
- 308b. **Bible—New Testament.** Credit, two hours. A study of the history of the New Testament and of its literary qualities and influences.
310. **Introduction to Philosophy.** Credit, three hours. An introductory course dealing with the problems of philosophy, both classical and modern; an introduction to the general fields of philosophical inquiry with readings from representative thinkers of various ages.
315. **Ethics.** Credit, three hours. A study of the various theories of ethics, philosophical and Christian, and their application to the individual and collective problems of life and conduct.
320. **Religions of the World.** Credit, three hours. A critical examination of the world's living religions and modern religious sects, and a comparison of them with Christianity.
325. **Great Religious Books.** Credit, two hours. A number of the outstanding religious books through the ages will be read, analyzed and discussed. A number of supplementary religious books will be read by students outside of class and reports will be made on them.

### ENGLISH

Purposes: To teach students to appreciate and understand our literary heritage, to express thought accurately, to organize ideas, to develop skill in the use of literary materials, and to interpret the thoughts of others with clear images and appropriate emotions.

#### Curriculum for a Major and Teaching Field in English\*

General education requirements:

Written and Spoken English 101, 102 .....	6	✓
Advanced Written and Spoken English 213 .....	3	✓
One course from the following group .....	3	✓
Study and Appreciation of English Literature 210 .....		
Study and Appreciation of English Literature 211 .....		
Study and Appreciation of American Literature 212 .....		
Study and Appreciation of American Literature 214 .....		

TOTAL ..... 12



Additional required courses:

\*\*Two courses from the group below:

English Literature 210, 211 and American Literature 212, 214 ....	6
Shakespeare 303 .....	3
Advanced Grammar 331 .....	2
Advanced Composition 332 .....	2

Electives:

Literature electives (maximum: three hours in any one type or period of literature) .....	6
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\*\*\*One course from the following fields: Library Science, Journalism, History of the English Language, Advanced Speech, Play Production or Direction .....

Total hours in addition to general education requirements .....

- \* Students with a teaching field in English are advised to complete at least twelve semester hours in a foreign language.  
 \*\* Students with a teaching field in English must take English 210 and 211.  
 \*\*\*Students who are not taking a teaching field in English may substitute 3 additional hours in literature or composition for this requirement.

### Curriculum for a Minor in English

General requirements (See above) .....

Additional required courses:

Two courses from this group: English Literature 210, 211, and American Literature 212, 214 .....	6
Shakespeare 303 .....	3

Electives from composition and literature courses .....

Total hours in addition to general education requirements .....

## COMPOSITION

101. **Written and Spoken English.** Credit, three hours. Drill in essential English forms of expression; practice in composition. This course is prerequisite to all other English courses. First and second semester.
102. **Written and Spoken English.** Credit, three hours. An extension of English 101 with emphasis on the research paper. First and second semester.
213. **Advanced Written and Spoken English.** Credit, three hours. An analytical study of modern English and levels of usage. Practice in oral composition. First and second semester.
318. **Creative Writing: Drama.** Credit, two hours. Practical work in creative writing and adapting material to dramatic and radio forms. On demand.
322. **Creative Writing: Poetry.** Credit, two hours. The course involves intensive study of techniques and practices in the writing of poetry. English 362 **Creative Writing** is a companion course. First semester, 1963-64.
331. **Advanced Grammar.** Credit, two hours. A study of modern descriptive English grammar and levels of usage. The chief aim of the course is to give the student a systematic understanding of the workings of the English language as a basis for critical reading and corrective, effective speaking and writing. First and second semester.
332. **Advanced Composition.** Credit, two hours. A study of techniques and extensive practice in informative, persuasive, and contemplative writing. First and second semester.

362. **Creative Writing: Fiction.** Credit, two hours. This is a companion course in creative writing to English 322 and English 318. The emphasis is on intensive study and practice in the writing of fiction. First semester, 1961-62.
405. **History of the English Language.** Credit, three hours. A study of modern English and its heritage, with emphasis on American English. First semester, 1961-62. First semester, 1963-64.
440. **Seminar in Grammar.** Credit, one or two hours. The student will read and mark for correction various freshman compositions under the supervision of members of the English staff. The purpose of this course is to help the student solve the problems connected with grading English papers. It is suggested that seniors with an English teaching field plan to take this course. Prerequisite: senior standing and successful completion of English 331 and 332. First and second semester.

### LITERATURE

202. **Backgrounds of Literature.** Credit, three hours. A study of poetry, folklore, mythology, legends, and modern fiction and non-fiction for children, with emphasis on laying foundations for permanent enjoyment of literature. First semester.
210. **Study and Appreciation of English Literature.** Credit, three hours. A study of major works from Beowulf to the eighteenth century, with their historical backgrounds. First semester.
211. **Study and Appreciation of English Literature.** Credit, three hours. A study of major works from the eighteenth century to the present, with their historical backgrounds. Second semester.
212. **Study and Appreciation of American Literature.** Credit, three hours. Critical judgment of authors and their works. Delineation of American thought from Colonial days to the Civil War. First semester.
214. **Study and Appreciation of American Literature.** Credit, three hours. Critical judgment of authors and their works. Delineation of American thought from the Civil War to the present day. Second semester.
300. **Mythology.** Credit, three hours. Emphasis will be on Greek and Roman mythology and their influence on English and American writers. Various examples of Greek and Roman literature will be read in translation. Second semester, 1960-61. Second semester, 1963-64.
301. **Short Story.** Credit, three hours. A careful reading and discussion of selected short stories, with emphasis on understanding and appreciation. Attention is given to providing the student with a basis for critical judgment of short stories. Second semester, 1961-62. second semester, 1963-64.
302. **Contemporary Literature.** Credit, three hours. A study of the various types of literature by the chief contemporary writers of England and the United States, with emphasis on poetry. Second semester, 1961-62. Second semester, 1963-64.
303. **Shakespeare.** Credit, three hours. A study of selected plays with stress on the drama, and insight into character and life that make them alive today. Minor emphasis on Shakespeare's biography and Elizabethan backgrounds. First semester.

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304. **Early Dramatic Literature.** Credit, three hours. A study of representative drama from Aeschylus to Ibsen. Second semester, 1962-63.
305. **Modern Dramatic Literature.** Credit, three hours. A study of representative drama from Ibsen to the present day. Second semester, 1961-62.
308. **Bible as Literature.** Credit, three hours. A study of the various types of literature found in the Bible. First semester, 1960-61. First semester, 1962-63.
309. **Poetry.** Credit, three hours. Detailed study of selected poems from both modern and older English and American Poetry. The course aims to make the student familiar with some poems that are worth knowing and, especially, to develop his ability to understand and appreciate poetry. First semester, 1961-62. First semester, 1963-64.
313. **World Literature.** Credit, three hours. A study of the literature of Greece and Rome, in translation, and its influence on English culture. First semester, 1960-61. First semester 1962-63.
314. **World Literature.** Credit, three hours. A study of medieval and modern literature in translation and its influence on English literature. Second semester, 1960-61. Second semester, 1962-63.
315. **The English Novel.** Credit, three hours. This course traces the development of the English novel, and includes a study of selections from the work of writers of the seventeenth, eighteenth and nineteenth centuries and reports on significant novels written in the twentieth century. First semester, 1961-62. First semester, 1963-64.
316. **Victorian Literature.** Credit, three hours. A study of representative selections from the major poets and prose writers of the period. The thought content and literary form of the selections are emphasized. Attention is given to their reflection of the chief cultural and intellectual currents and of the political and social history of the era. First semester, 1961-62. First semester, 1963-64.
317. **Romantic Literature.** Credit, three hours. A study of selections from the major writers of the English Romantic period. Attention is given to biography and intellectual and historical background, but the chief emphasis is placed on understanding and appreciating the selections. Second semester, 1960-61. Second semester, 1963-64.
321. **Eighteenth Century English Literature.** Credit, three hours. A study of selections from the principal writers of the period, including Dryden, Pope, Swift, Johnson, Gray, Cowper, and Burns. Some attention is given to biography and historical background. Second semester, 1961-62.
360. **American Fiction.** Credit, three hours. The American novel and short story forms and their development in the nineteenth century are studied. Major writers—such as Hawthorne, Poe, Melville, Twain, and James—are given extensive treatment. First semester, 1960-61. First semester, 1962-63.
361. **American Poetry.** Credit, three hours. Major American poets of the nineteenth century—such as Poe, Whitman, Emerson, and Dickinson—are studied. Second semester, 1960-61. Second semester, 1962-63.
404. **The Essay.** Credit, two hours. Reading and extensive study of the essay, with special emphasis on the modern essay in its various forms. First semester, 1960-61. First semester, 1962-63.



416. **Great Books.** Credit, three hours. A seminar in which selected classics that have shaped the thinking of Western Europe and America will be studied and discussed. First semester, 1960-61. First semester, 1962-63.
417. **Great Books.** Credit, three hours. A continuation of Great Books 416. Second semester, 1960-61. Second semester, 1962-63.
420. **The Contemporary Novel.** Credit, two hours. This is an intensive study of the novel and its place in world literature since about 1890. Major modern novels of Europe will be read and discussed. Second semester, 1960-61. Second semester, 1962-63.
421. **The Contemporary Novel.** Credit, two hours. Novels of contemporary England and America will be discussed in this half of the course. Second semester, 1961-62. Second semester, 1963-64.
425. **Elizabethan Drama.** Credit, three hours. This course involves a study of the predecessors and contemporaries of Shakespeare, and the evolution of the different genres of Elizabethan drama. It is designed as a companion course to Shakespeare 303. On demand.
430. **Chaucer.** Credit, three hours. **The Canterbury Tales, Troilus and Criseyde** and various other poems are studied. The language and the period as they are reflected by Chaucer are also treated. Second semester, 1961-62. Second semester, 1963-64.
435. **Milton.** Credit, three hours. A study of Milton's lyric, dramatic and epic poems, with some attention to his literary and social criticism. Second semester, 1962-63.
441. **Independent Study in English.** Credit, one to three hours. See Independent Study Program. Prerequisite: six hours of advanced work in English. First and second semester.

## JOURNALISM

Purposes: To introduce the student to the field of journalism; to provide practical guidance in understanding and producing the materials of the mass-communication media; and to train intelligent readers and writers.

### Curriculum for a Minor in Journalism

The curriculum for a minor in Journalism requires 21 semester hours credit. It is suggested that a person minoring in the field of journalism take a major subject field in English, economics, political science, or business administration. Courses in foreign languages and sociology, and Social Psychology 205 would also be helpful.

Required courses:

News Writing 204 .....	3
Editing and Make-up 206 .....	3
News Story Types 305 .....	3
Feature and Editorial Writing 306 .....	3
Propaganda and Public Opinion 310 .....	3
	15
Electives from the field of journalism .....	6
Total .....	21

All students taking a minor in journalism are expected to do practical work on the Shepherd College publications.

101. **Introduction to Journalism.** Credit, three hours. This is a general course designed to acquaint the student with the functions, aims, and effectiveness of the various agencies of mass communications, such as newspapers, radio and television, and magazines. The opportunities and duties of persons employed in mass communications are outlined. First semester, 1961-62.
204. **News Writing.** Credit, three hours. The principles of finding and shaping news material, the building of news story and news style, and actual practice in news writing are the major points of emphasis in the course. First semester, 1962-63.
206. **Editing and Make-up.** Credit, three hours. The concentration is on the fundamentals of editing, including rewriting, copyreading, headlining, proofreading, page make-up, and layout. The course will include practical work on the student publications. Second semester, 1961-62.
301. **High School Journalism.** Credit, three hours. This course is designed to train high school teachers in the methods of directing high school publications. A study of editorial, news, feature, advertising and circulation problems of high school publications is made. Offered on demand, summer sessions.
305. **News Story Types.** Credit, three hours. Various news story types, such as personal, society, speech, interview, accident and disaster, illness, death, crime, political, weather and special occasion stories, will be studied. The major emphasis will be on writing. Second semester, 1962-63.
306. **Feature and Editorial Writing.** Credit, three hours. Half of the course will be a study of the writing and marketing of the feature story or article. The other half will be spent in studying the purpose, value, and content of the editorial. First semester, 1960-61. First semester, 1963-64.
310. **Propaganda and Public Opinion.** Credit, three hours. The student will study the social and psychological effects of propaganda, as well as methods of shaping news and news styles toward a reader's interest. Propaganda will be analyzed, and a study will be made of the ethics of newspaper propaganda and the newspaper as a social force. Second semester, 1960-61. Second semester, 1963-64.
327. **Radio Programming.** Credit, three hours, (See Speech 327).
334. **Backgrounds of the News.** Credit, three hours. (See Political Science 334).
370. **Principles of Advertising.** Credit, three hours. (See Business Administration 370).
371. **Advertising Copy and Layout.** Credit, three hours. (See Business Administration 371).

## LIBRARY SCIENCE

**Purposes:** To train college students in all phases of librarianship; to give to teachers and prospective teachers a knowledge of the purpose and the use of the school library in effective teaching; and to train librarians and teacher-librarians for service in elementary, junior, and senior high schools. Training is also provided for those who wish to enter the public library field as well as other special phases of librarianship.

## Curriculum for a Minor or Teaching Field in Library Science

Required courses .....	24 hours
Backgrounds of Literature (Children's Literature) 202 .....	3 hours
Use of the Library and Library Materials 217 .....	2 hours
Book Selection 304, 305 .....	4 hours
Reference and Bibliography 306 .....	3 hours
Cataloguing and Classification 316 .....	4 hours
Library Practice 318 .....	3 hours
Library Organization and Administration .....	3 hours
Librarianship as a Profession .....	2 hours
Electives to be taken in literature .....	6 hours

Total ..... 30 hours

202. **Backgrounds of Literature.** (See Literature)

217. **Use of Library and Library Materials.** Credit, two hours. A course to acquaint students with the resources of the library, arrangement of the library, use of card catalogue, various indexing services, dictionaries, encyclopedias, and other reference books. It is also designed to help the teacher make use of the library in the arrangement of everyday assignments. First semester 1961-62. First semester, 1963-64.

301. **Librarianship as a Profession.** Credit, two hours. A study of the library theory which lies back of modern librarianship, and the evaluation of the service rendered. Qualifications, duties, preparation of library workers and the opportunities and advantages of the library profession are stressed. An overview of library development from classical world to the present is also given. Second semester, 1961-62. Second semester, 1963-64.

304, 305. **Book Selection.** Credit, two to four hours. Principles of selection, aids in selection of books for high school libraries and elementary libraries and schools, evaluation of books by types, reading interests, reading problems, ordering of books, selection of periodicals and of audio-visual materials. 304, first semester, 1960-61, first semester, 1962-63. 305, second semester, 1960-61, second semester, 1962-63.

306, 307. **Reference and Bibliography.** Credit, six hours. An introductory and advanced study of standard reference books with practical problems applied to reference work. Selection of basic reference books for various types of libraries. Extensive work in the compilation of bibliographies with practical applications involved. 306, first semester, 1960-61, and first semester, 1962-63. 307, second semester, 1960-61 and second semester, 1962-63.

316. **Cataloguing and Classification.** Credit, four hours. An elementary course in classifying books according to the Dewey Decimal Classification System. Practical experience in classifying books and filing. An introduction to the techniques of cataloguing. A miniature catalogue is constructed. Also includes use of the printed cards and the adaptation to the use in the card catalogue. Second semester, 1961-62. Second semester, 1963-64.

318. **Library Practice.** Credit, three hours. Sixty hours of practice work in an elementary or high school library. Every term upon the completion of 15 hours of library science.

327. **Library Organization and Administration.** Credit, three hours. Planning and organizing a school library, together with technical and mechanical processes involved. Attention is given to schedules, routines, library housing, student assistants, equipment, and methods of handling audio-visual materials. First semester, 1961-62. First semester, 1963-64.



## MODERN LANGUAGES

Purposes: To introduce the student to the language, literature, and culture of France, Germany, and Spain, and to give instruction in language for students preparing to teach.

### French

#### Curriculum for a Major in French

Total hours required for a Major ..... 30

Required courses, 24 hours:

Elementary French 101, 102 .....	6
Intermediate French 203 .....	3
Intermediate French 204 .....	3
Survey of French Literature 303 .....	3
Survey of French Literature 304 .....	3
Advanced Grammar and Composition 401 .....	3
Phonetics and Oral French 402 .....	3

Electives, 6 hours:

French Short Stories 305 .....	3
The French Novel 306 .....	3
French Civilization and Culture 404 .....	3
French Drama Before 1700 405 .....	3
Post-Classical Drama 406 .....	3
Great Works of French Literature 407 .....	3

#### Curriculum for a Minor in French

Total hours required for a Minor ..... 21

Required courses, 6 hours:

Elementary French 101, 102 .....	6
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Electives, 15 hours:

Intermediate French 203 .....	3
Intermediate French 204 .....	3
Survey of French Literature 303 .....	3
Survey of French Literature 304 .....	3
French Short Stories 305 .....	3
The French Novel 306 .....	3
Advanced Grammar and Composition 401 .....	3
Phonetics and Oral French 402 .....	3
French Civilization and Culture 404 .....	3
French Drama Before 1700 405 .....	3
Post-Classical Drama 406 .....	3

#### Curriculum for Teaching Field in French

Total hours required for a Teaching Field ..... 24

Required courses, 21 hours:

Elementary French 101, 102 .....	6
Intermediate French 203 .....	3
Intermediate French 204 .....	3
Survey of French Literature 303 .....	3
Survey of French Literature 304 .....	3
Phonetics and Oral French 402 .....	3

Electives, 3 hours:

French Short Stories 305 .....	3
The French Novel 306 .....	3

Advanced Grammar and Composition 401 .....	3
French Civilization and Culture 404 .....	3
French Drama Before 1700 405 .....	3
Post-Classical Drama 406 .....	3

Two semester hours may be deducted for each high school unit—maximum deduction, 6 hours.

101. **Elementary French.** Credit, three hours. The study of grammar, pronunciation, composition, and graded readings in modern French prose, conversation. First semester.
102. **Elementary French.** Credit, three hours. A continuation of French 101. An extensive study of regular and irregular verbs, idioms, and the reading of French short stories. Second semester.
203. **Intermediate French.** Credit, three hours. Reviews of French grammar, verbs, and idioms; readings and short compositions based on these readings. First semester.
204. **Intermediate French.** Credit, three hours. A continuation of French 203. Grammar review is supplemented with reading of easy prose selections or short stories. Second semester.
303. **Survey of French Literature.** Credit, three hours. The chief periods, authors, and works of French literature from the Serments de Strasbourg to 1700. First semester.
304. **Survey of French Literature.** Credit, three hours. A continuation of French 303 with a stress on the major writers and literary movements from 1700 to the present day. Second semester.
305. **French Short Stories.** Credit, three hours. A consideration of the lives and works of eighteenth and nineteenth century short story writers, particularly Merimee, Daudet, and Maupassant.
306. **The French Novel.** Credit, three hours. A study of the novel in eighteenth and nineteenth centuries. Reading of works by the leading writers of the Romantic, Realistic, and Naturalistic schools.
401. **Advanced Grammar and Composition.** Credit, three hours. A study of French idioms, grammar, and reading in modern French prose.
402. **Phonetics and Oral French.** Credit, three hours. The pronunciation of French vowels, diphthongs, consonants, words and word groups. Selections of prose and poetry are read to perfect articulation and intonation. Recommended for all teachers of French.
404. **French Civilization and Culture.** Credit, three hours. The formation of the French nationality. The geography, architecture, literature, art, music, science, education, and political administration of France.
405. **French Drama Before 1700.** Credit, three hours. The French drama from the early mystery, miracle, and morality plays through the Classical tragedy.
406. **Post-Classical Drama.** Credit, three hours. The decline of the tragedy in the eighteenth century and the rise of Romanticism, Realism, Naturalism, and Symbolism in the nineteenth century.
407. **Great Works of French Literature.** Credit, three hours. The contribution to world thought and literature of outstanding French writers, such as Descartes, Corneille, Racine, Moliere, and Flaubert.

### German

101. **Elementary German.** Credit, three hours. Pronunciation of German, study of grammar, vocabulary, and exercise in the written, read, and spoken language. First semester.
102. **Elementary German.** Credit, three hours. Continuation of German 101. Extensive practice in reading, writing, and accurate translation. Second semester.
203. **Intermediate German.** Credit, three hours. Review of grammar, idioms, strong and irregular verbs. Reading and translation of German prose. First semester.
204. **Intermediate German.** Credit, three hours. Continuation of German 203 with emphasis on written German and translation. Second semester.
301. **Scientific German.** Credit, three hours. Primarily for science students.
302. **Scientific German.** Credit, three hours. Continuation of 301.
303. **Selections of German Literature.** Credit, three hours. Readings from the works of representative German writers.

### SPEECH, DRAMA, RADIO

**Purposes:** To provide an opportunity for students to develop an understanding and appreciation of speech, drama, and radio as part of general education; to train students for educational and community situations; to give prospective graduate students a foundation for later study and research; to provide an opportunity for students to participate in speech, drama, and radio as a recreational-cultural activity.

#### Curriculum for a Major in Speech and Drama

Total hours required for a Major ..... 33

Required courses, 27 hours:

Voice and Diction 200 .....	3
Fundamentals of Speech 202 .....	3
Play Acting 203 or Acting 312 .....	3
Elements of Dramatic Production 204 .....	3
Public Speaking 205 .....	3
Persuasive Speaking 300 or Argumentation and Debate 320 ....	3
Play Directing 309 or Directing 311 .....	3
Oral Interpretation of Literature 323 .....	3
History of the Theatre 341 .....	3

Electives, 6 hours:

3 hours selected from speech or drama courses, and 3 hours selected from radio. Electives to be approved by major professor.

#### Curriculum for a Minor in Speech and Drama

Total hours required for a Minor ..... 24

Required courses, 18 hours:

Voice and Diction 200 .....	3
Fundamentals of Speech 202 .....	3
Play Acting 203 or Acting 312 .....	3
Elements of Dramatic Production 204 .....	3



Public Speaking 205 or Persuasive Speaking 300 .....	3
Oral Interpretation of Literature 323 .....	3

Electives, 6 hours:

3 hours selected from speech or drama courses, and 3 hours selected from radio. Electives to be approved by major professor.

### Curriculum for a Teaching Field in Speech

Total hours required for a Teaching Field ..... 30

Required courses, 24 hours:

Voice and Diction 200 .....	3
Fundamentals of Speech 202 .....	3
Elements of Dramatic Production 204 .....	3
Public Speaking 205 or Persuasive Speaking 300 .....	3
Play Direction 309 or Direction 311 .....	3
Argumentation and Debate 320 .....	3
Oral Interpretation of Literature 323 .....	3
Speech Correction 330 .....	3

Electives, 6 hours:

3 hours selected from speech or drama courses, and 3 hours selected from radio. Electives to be approved by major professor.

### Curriculum for a Minor in Radio

Total hours required for a Minor ..... 24

Required courses, 18 hours:

Voice and Diction 200 .....	3
Introduction to Radio 211 or Radio Production 212 .....	3
Radio Announcing 213 .....	3
Oral Interpretation of Literature 323 .....	3
Radio Programming 327 .....	3
Educational Broadcasting 329 .....	3

Electives, 6 hours:

Selected from speech and drama courses. Electives to be approved by major professor.

200. **Voice and Diction.** Credit, three hours. This course employs phonetics and tape recordings to improve voice quality and reading and speaking ability. Second semester, 1962-63.
202. **Fundamentals of Speech.** Credit, three hours. This course involves the study of a number of basic problems in the field of speech. Both theory and practice are utilized to acquaint the student with these fundamentals. First semester, 1961-62. First semester, 1963-64.
203. **Play Acting.** Credit, three hours. Basic principles in acting stressed. Practice in acting and group rehearsal correlated with college theatre productions. First semester, 1961-62.
204. **Elements of Dramatic Production.** Credit, three hours. Staging, scene design, lighting, make-up, costume, play and cast selection, acting, direction, and theatre management. First semester, 1962-63, and on demand.
205. **Public Speaking.** Credit, three hours. A course in the preparation and delivery of speeches. Designed to develop assurance in public appearance, and give practice in organization and presentation of material to fit specific audiences and various occasions. The course includes training in voice, enunciation, and pronunciation. Second semester, 1961-62. Second semester, 1963-64.

208. **Theatre Practice.** Credit, three hours. Practice and study of direction, acting, elementary stagecraft, scene design, lighting, properties, makeup, costumes, business and management. Projects correlated with productions in the college theatre. First semester, 1960-61.
209. **Speech Usage and Vocabulary.** Credit, three hours. A study of the bases of speech with emphasis on articulation, pronunciation and word study. Second semester, 1960-61.
211. **Introduction to Radio.** Credit, three hours. This course is designed to acquaint the student with the field of radio, both theoretical and practical. As a basic survey course, it can prepare the student for advanced work in the field. First semester, 1961-62.
212. **Radio Production.** Credit, three hours. A beginning course in the study of programming. Actual practice in presenting remote and studio programs for the college campus, and practice in the production of transcribed programs for radio stations of surrounding areas. First semester, 1962-63.
213. **Radio Announcing.** Credit, three hours. Theory and practice of microphone techniques with varied experiences over the college radio facilities. Particular emphasis is placed on voice training for radio announcing. It is suggested that the student take 211 as background for this course. Second semester, 1962-63.
246. **Stagecraft and Scene Design.** Credit, three hours. The theory and practice of stagecraft and scene design, stage arrangement, scene construction, and elements of lighting. First semester, 1963-64.
300. **Persuasive Speaking.** Credit, three hours. Techniques of persuasion in all forms of oral communication are analyzed. Logic, reasoning, fallacy, evidence, propaganda, proof, statistics, and refutation are specific matters discussed. First semester, 1960-61.
309. **Play Direction.** Credit, three hours. Theory of stage direction and a survey of practical phases of production. Laboratory practice in the direction and production of plays. Second semester, 1960-61.
- 310a, 310b. **Radio Workshop.** Credit, one hour for four hours of workshop in the radio studio. This course offers practical experience in supervised participation in station staff and in broadcasting over "The Voice of Shepherd." Students learn to operate the console and recording equipment. Hours can be arranged according to schedule. First and second semester.
311. **Direction.** Credit, three hours. Further practice and experience in play directing. Each student is required to prepare a complete production script of a one-act play for presentation in assembly or evening performance. Second semester, 1961-62.
312. **Acting.** Credit, three hours. Practice and experience in creating and sustaining roles in plays of various types, styles and periods. Credit for acting in departmental productions. Second semester, 1962-63.
- 313a, 313b. **Voice of Shepherd Programming Workshop.** Credit, one hour for four hours of workshop in the radio studio. This course offers students experience in radio broadcasting over "The Voice of Shepherd." Hours can be arranged according to schedule. First and second semester. Not offered same year as 310a and 310b.

315. **Advanced Public Speaking.** Credit, three hours. A course designed to further develop the areas of fundamentals of public speaking. Emphasis placed on organization and presentation of materials. It is suggested that the student take Speech 205 as a background for this course. On demand.
320. **Argumentation and Debate.** Credit, three hours. A study of logic and reasoning as they apply to argumentation and debate. Also a study of debate forms and techniques. First semester, 1962-63.
323. **Oral Interpretation of Literature.** Credit, three hours. Study in the theory and practice of deriving the meaning from prose and poetry and expressing these works effectively. Second semester, 1961-62. Second semester, 1963-64.
325. **Broadcasting Workshop.** Credit, three hours. Actual broadcasting over the college radio studio and from local stations. Theories and problems in production procedures. Second semester, 1963-64.
327. **Radio Programming.** Credit, three hours. A study of the problems involved in producing news and special programs from studio, remote control points, and by transcription. It is suggested that the student take 211 or 212 as a background for this course. First semester, 1960-61. First semester, 1963-64.
329. **Educational Broadcasting.** Credit, three hours. A course in the administration, liaison, planning, production, direction, and utilization of educational broadcasting. Second semester, 1961-62.
330. **Speech Correction.** Credit, three hours. An introduction to the study of speech disorders, elementary and fundamental diagnosis and rehabilitation of persons with defective speech. Second semester, 1962-63, and on demand.
340. **The Contemporary Theatre.** Credit, two hours. A survey of the contemporary theatre in America and Europe. Laboratory study of one-act plays or scenes from longer plays. On demand.
341. **History of the Theatre.** Credit, three hours. The development of the theatre with special attention to period theatres and theatrical styles which influence modern stage presentations. Second semester, 1960-61.
410. **Advanced Radio Announcing.** Credit, three hours. A continued practice in radio techniques with particular emphasis on announcing and the more specialized phases of radio broadcasting. The student should take 213 or 325 to provide a background for this course. Second semester, 1960-61.
415. **Independent Study in Speech and Drama.** Credit, one to three hours. Designed for those students interested in speech and drama who desire to do independent study in some special field. See Independent Study Program. Prerequisite: six hours of advanced work in speech or drama. First and second semester.



## DIVISION OF SOCIAL STUDIES

Dr. Scarborough, **Chairman**, Mr. Hafer, Dr. Klug,  
Mr. Lowe, Dr. Slonaker, Mr. Thacher

### ECONOMICS

Purposes: To give an understanding of economic principles and the interdependence of the world.

#### Curriculum for a Major in Economics

Total hours required for a Major .....	36
Required courses in Economics, 33 hours:	
Principles of Economics 205 .....	3
Economic Problems 206 .....	3
Money and Banking 305 .....	3
Business Cycles 319 .....	3
Labor Problems 321 .....	3
Development of Economic Thought 304 .....	3
Comparative Economic Systems 315 .....	3
Economic History of the United States 311 .....	3
Economic Geography 301 .....	3
Public Finance 306 .....	3
Investment and Speculation 310 .....	3
Electives, 3 hours (Selected with the consent of the adviser) .....	3

#### Curriculum for a Minor in Economics

Total hours required for a Minor .....	27
Required courses in Economics, 24 hours:	
Principles of Economics 205 .....	3
Economic Problems 206 .....	3
Money and Banking 305 .....	3
Business Cycles 319 .....	3
Labor Problems 321 .....	3
Development of Economic Thought 304 .....	3
Comparative Economic Systems 315 .....	3
Economic History of the United States 311 .....	3
Electives, 3 hours (Selected with the consent of the adviser) .....	3

205. **Principles of Economics.** Credit, three hours. Current business organizations, factors of economic production, brief history of banking. First semester.
206. **Economic Problems.** Credit, three hours. Practical problems of economic production, distribution and consumption of commodities, employment problems. Prerequisite: Economics 205. Second semester.
300. **Government and Business.** Credit, three hours. (See Business Administration.)
301. **Economic Geography.** (See Geography)
304. **Development of Economic Thought.** Credit, three hours. The historical development of the major economic doctrines: Mercantilism and Cameralists, Physiocrats, Adam Smith and the classical school, the historical school, the Austrian school, Alfred Marshall and the neoclassicists. Prerequisites: Economics 205 and 206.
305. **Money and Banking.** Credit, three hours. A practical study of banking, with laboratory exercises; relation of banking to business and borrowing process. Prerequisite: Economics 205. Second semester.
306. **Public Finance.** (See Political Science.)

310. **Investment and Speculation.** Credit, three hours. Application of principles of investment and of speculation; evaluation of risks in bonds, stocks, and other entrepreneurial risks; the stock market. For juniors and seniors only. Prerequisites: Economics 205 and 206, Economics 305 and 311. Second semester.
311. **Economic History of the United States.** Credit, three hours. Economic growth and development of the United States. Prerequisite: Economics 205. First semester.
314. **Business Statistics.** Credit, three hours. (See Business Administration.)
315. **Comparative Economic Systems.** Credit, three hours. Historical development of various types of suggested economic reforms. Growth and analysis of communism, socialism, fascism, and modified capitalism. The economic thought of Marx, Sismondi, G. B. Shaw, H. G. Wells, St. Simon, and others. Prerequisites: Economics 205, 206, and 304.
316. **Economics of Industry.** Credit, three hours. Economic conditions in metal industries, nonmetallic industries, chemical process industries, textiles, apparel, and food industries. Prerequisites: Economics 205, 206, and 311.
319. **Business Cycles.** Credit, three hours. Economic fluctuations — their causes and possible remedies. On demand. Prerequisites: Economics 205 and 206.
409. **Personnel Management.** Credit, three hours. (See Business Administration.)
410. **Seminar in Economic Development.** Credit, three hours. The historical and theoretical analysis of the major factors which influence economic development; comparisons between more developed and less developed areas; policies and techniques which hasten economic development. This course is available to students who have manifested mature development in the economics area and have procured special permission from their adviser.

## GEOGRAPHY

Purposes: To develop a wide understanding of the people of the world and to give an understanding of the effects of geographic influences upon them.

### Curriculum for a Minor in Geography

Required courses, 24 hours:

Principles of World Geography 101 .....	3
Geography of Europe 201 .....	3
World Economic Geography 301 .....	3
World Political Geography 302 .....	3
Economic Geology 307 .....	3
Geography of North America 402 .....	3
Geography of Asia and Africa 406 .....	3

Electives, 3 hours (selected with consent of the adviser)

101. **Principles of World Geography.** Credit, three hours. A study of earth-sun relationships, effects of relief, climate, and man-made environment. First semester.

201. **Geography of Europe.** Credit, two to three hours. A course on the physical regions, distribution of population, resources, and production of Europe. On demand.
301. **World Economic Geography.** Credit, three hours. A study of products of regions and world trade in foods, metals, and manufactured products. Second semester.
302. **World Political Geography.** Credit, three hours. A study of peoples and problems of the world as influenced by geographic factors; political problems of the leading countries in relation to natural environment; current troublespots of the world. First semester.
402. **Geography of North America.** Credit, three hours. An intensive study of the physical regions of North America; distribution of population; resources and production. On demand.
406. **Geography of Asia and Africa.** Credit, three hours. An intensive study of physical regions, distribution of population, resources, and production. On demand.

## HISTORY

Purposes: To give some idea of how the civilizations of the world developed and to produce intelligent and responsible citizens.

### Curriculum for a Major in History

Total hours required for a Major ..... 36

Required courses, 21 hours:

Development of Social Institutions, 101, 102 .....	6
American History 201, 202 .....	6
American Federal Government 101 .....	3
Modern European 333 .....	3
American History 312 or World History 404 .....	3

Electives, 15 hours:

The American Civil War 304 .....	2
American History Since 1900, 312 .....	3
Ancient Civilization 331 .....	3
Medieval History 332 .....	3
Diplomatic History of the United States 402 .....	3
World History Since 1919, 404 .....	3
Latin American History 411 .....	3
Constitutional Law 401 .....	3
History of England 405 .....	3
The Far East 420 .....	3
U. S. Foreign Policy 406 .....	3
History of Russia 412 .....	3

### Curriculum for a Minor in History

Total hours required for a Minor ..... 26

Required courses, 21 hours:

Development of Social Institutions 101, 102 .....	6
American History 201, 202 .....	6
American Federal Government .....	3
Modern European 333 .....	3
American History 312 or World History 404 .....	3

Electives, 5 hours (selected from upper division courses in history)



### Curriculum for Teaching Field in Social Studies

Total, 24 hours (in addition to general requirements)

Required courses:

West Virginia History, Geography and Government 209 .....	3
Principles of Economics 205 .....	3
Principles of World Geography 101 .....	3
American History 201, 202 .....	6
American Federal Government 101 .....	3
European History 333 .....	3

Electives (from upper division courses in Social Studies) ..... 3

101. **Development of Social Institutions.** Credit, three hours. A survey of world history with emphasis on the origin and development of those ideals and institutions which have influenced present-day civilization, beginning with prehistoric man and continuing to the end of the sixteenth century. First semester.
102. **Development of Social Institutions.** Credit, three hours. A continuation of 101. Second semester.
201. **Early American History.** Credit, three hours. American history and the development of democracy from 1492 to 1865. First semester.
202. **Later American History.** Credit, three hours. American history from 1865 to the present. Emphasis is placed upon the aftermath of Reconstruction and the new social, political, and economic issues as they bear upon the history of the present. Second semester.
209. **West Virginia History, Geography and Government.** Credit, three hours. The Westward expansion across the mountains, the conflict between the Atlantic seaboard area and the West, the attainment of statehood, and present problems of the state. It includes a study of the rivers, mountains, transportation, industries, and economic problems. First semester.
304. **The American Civil War.** Credit, two hours. A study of the events leading up to the Civil War, the war itself, and the immediate aftermath. The emphasis in the course is placed on the period between 1860 and 1865.
311. **Economic History of the United States.** (See Economics.)
312. **American History Since 1900.** Credit, three hours. Begins with the problems of the Theodore Roosevelt administration and continues to the present. Second semester.
331. **Ancient Civilization.** Credit, three hours. Primitive customs and thought, ancient civilizations, Greek art and philosophy, the Roman empire, barbarian invasions, and contributions of early peoples. On demand.
332. **Medieval History.** Credit, three hours. Early development of the church, Moslem expansion, feudalism, the Crusades, the Renaissance, the Reformation, wars of religion, and nationalism. On demand.
333. **Modern European History.** Credit, three hours. The political, economic, and intellectual achievements of Europe from the seventeenth century to the present, with considerable emphasis on current national and international problems. On demand.
402. **Diplomatic History of the United States.** Credit, three hours. A survey of the development of the foreign policy of the United States from colonial times to the present. First semester.

404. **World History Since 1919.** Credit, three hours. Begins with the results of World War I and continues to the present. On demand.
405. **History of England.** Credit, three hours. A survey of English civilization: political, economic, social and cultural developments. Attention is given to British imperial history, to the emergence of the Commonwealth of Nations, foreign policy, and present-day problems. On demand.
406. **Introduction to U. S. Foreign Policy** (See Political Science.)
411. **Latin American History.** Credit, three hours. The colonial period, the independence movement, rise of national states, national and international developments to the present. On demand.
412. **History of Russia.** Credit, three hours. A study of Russia and its expansion from the Muscovite principality to the empire of the 20th century. Special emphasis is placed on the internal political, social, economic, and cultural development since 1917, and the international relations of the Soviet Union today. On demand.
413. **Independent Study.** Credit, one to three hours. An opportunity for independent study by advanced students. The applicant must be a junior or senior with not less than a 3.0 average. Each applicant must be recommended by the instructor involved and approved by the chairman of the division. Included in this course are methodology, historiography, and considerable work with source materials.
420. **History of the Far East.** Credit, three hours. Historical interpretation of the role of Eastern Asia with attention to the rise of Japanese, Chinese nationalism, Western imperialism, the World Wars, and the post-war era. On demand.
421. **Study Tour of Europe.** Credit, six hours. A field trip which includes most of the countries of Western Europe: Holland, Belgium, France, Italy, Switzerland, Germany, England, and others when possible. Summer session. On demand.

## POLITICAL SCIENCE

**Purposes:** To develop an understanding of the privileges and responsibilities of citizenship, and of the structure and operation of governments. Particular emphasis is placed on the impact of recent scientific developments on our political, social, and economic institutions. Special attention is given to the preparation of students for careers in law, the foreign service, graduate work and research, and for all aspects of governmental employment.

The department of Political Science is fortunate in that the national capital is less than a two-hour drive from the college. In this connection considerable time and effort have been devoted to the organization of programs which will provide students with practical, first-hand training, and with numerous opportunities to visit Washington, in order to observe the federal government in operation.

### Curriculum for a Major in Political Science

Total hours required for a Major .....	30
Required courses, 27 hours	
American Federal Government 101 .....	3
State and Local Government 102 .....	3
Political Parties 310 .....	3
Constitutional Law 401 .....	3

World Government and Politics 405 .....	3
History of Political Theory 315 .....	3
Recent and Contemporary Political Theory 316 .....	3
*Public Finance 306 .....	3
Comparative Governments 325 .....	3

## Electives, 3 hours:

Background of the News 334 .....	
Diplomatic History of the United States 402 .....	3
Business Law 312 .....	3
World Political Geography 305 .....	3
Business Law 313 .....	3
Government and Business 300 .....	3
Introduction to U. S. Foreign Policy 406 .....	3
American Defense Policy 408 .....	3

## Curriculum for a Minor in Political Science

## Required courses, 21 hours:

American Federal Government 101 .....	3
Political Parties 310 .....	3
*Public Finance 306 .....	3
History of Political Theory 315 .....	3
Recent and Contemporary Political Theory 316 .....	3
Constitutional Law 401 .....	3
World Government and Politics 405 .....	3

\*Because of the prerequisites for Public Finance, students who plan to major in political science should begin their work in Economics no later than the first semester of the sophomore year.

101. **American Federal Government.** Credit, three hours. A study of the functions and administration of the government of the United States. First semester.
102. **State and Local Government.** Credit, three hours. A study of the functions and administration of the government on the state and county levels. Second semester.
300. **Government and Business.** (See Business Administration.)
306. **Public Finance.** Credit, three hours. General survey of government expenditures, sources and methods of taxation, economic effects of expenditures and taxes, and of government debt policies. First semester. Prerequisites: Economics 205, 206, and 305.
310. **Political Parties.** Credit, three hours. A study of the nature, growth and methods of political parties, and the conduct of elections. Second semester.
312. **Business Law.** Credit, three hours. (See Business Administration.)
315. **History of Political Theory.** Credit, three hours. A general survey of leading theories from ancient times to the present. Includes an opportunity to study the influence of political and social ideas upon the fundamental institutions of modern societies. First semester.
316. **Recent and Contemporary Theory.** Credit, three hours. The recent schools of political thought are presented with particular emphasis on the basic ideologies of the contemporary period. Second semester.
325. **Comparative Governments.** Credit, three hours. A comparative study of modern political institutions with particular attention to European government and politics. Second semester.



334. **Background of the News.** Credit, three hours. National and world problems are analyzed with reference to the conflict between pressure groups at the national level and ideologies at the international level. Particular attention is paid to the nature of the agencies of communication. (This course was formerly Current Affairs 334) First semester.
401. **Constitutional Law.** Credit, three hours. Development of the American constitutional system and its workings. The relationship of the constitution to present political, social, and economic problems. First semester.
402. **Diplomatic History of the United States.** (See History.)
405. **World Government and Politics.** Credit, three hours. A study of international affairs in which an examination is made of the motives underlying the principal forces and influences in world affairs. The post-war international organization and international law receive special attention. Second semester.
406. **Introduction to U. S. Foreign Policy.** Credit, three hours. A survey of the historical background of U. S. Foreign Policy with emphasis on the post-World-War II period. Close attention will be directed toward the current U. S. organizational structure for its formulation, implementation, and an analysis of current policy content. Second semester.
407. **Introduction to International Law.** Credit, three hours. A survey of the nature, sources, and development of international law. Study of substantive elements through case studies will be stressed. First semester.
408. **American Defense Policy.** Credit, three hours. An examination of the historical development and current influences of U. S. military policy on U. S. foreign policy and international relations. Existing defense organizational structure and its relationship to other major federal agencies in the formulation and implementation of U. S. foreign policy will be clearly analyzed. Second semester.
413. **Independent Study.** (See History.)

Note: On occasion it becomes necessary to alter the above order of course presentation. Students should consult with the faculty member responsible for the course to ascertain whether such alteration is contemplated and, if so, whether or not it will affect his or her schedule.

#### **The Washington Semester**

Each year students who have excelled academically and who have demonstrated leadership potential are given the opportunity to take part in a program offered jointly by Shepherd College and the American University in Washington, D. C.

Juniors and first-semester seniors of top academic standing will spend one semester in Washington doing research in federal agencies and taking part in seminars led by outstanding personalities in the area of government and politics. At the end of this semester the students return to Shepherd College to complete their education. In this way the benefits of the Washington Semester experience are not restricted to the students who go to the American University, but are shared with classmates and instructors when the students return to Shepherd College.

While in Washington the students will divide their time among four activities which constitute the program:

- A. **The Seminar.** Three times a week experts in various aspects of governmental and political activity are brought in to serve as seminar leaders for the Washington Semester group. Students are given the opportunity to question the speakers. Recent seminar leaders have included Senator Margaret Chase Smith of Maine and Justice Sherman Minton of the United States Supreme Court.
- B. **The Project.** In connection with his individual project, the student spends a great deal of his working day interviewing federal officials and studying official records. This extended period of research in an area of his choosing enables him to make the acquaintance of men who are directing activities, one of which may later become his life work.
- C. **The Classes.** Each student will enroll for six to nine hours of credit in classes offered by American University. These classes are taught by specialists in areas such as administration, foreign relations, and public finance. At the conclusion of the semester, these credits will be transferred to Shepherd College and will be counted toward the students' degrees.
- D. **Special Activities.** The student is encouraged to take advantage of the many cultural opportunities provided by life in the nation's capital.

Students desiring to learn more about the program should consult with Dr. H. V. Klug, director of the Washington Semester.

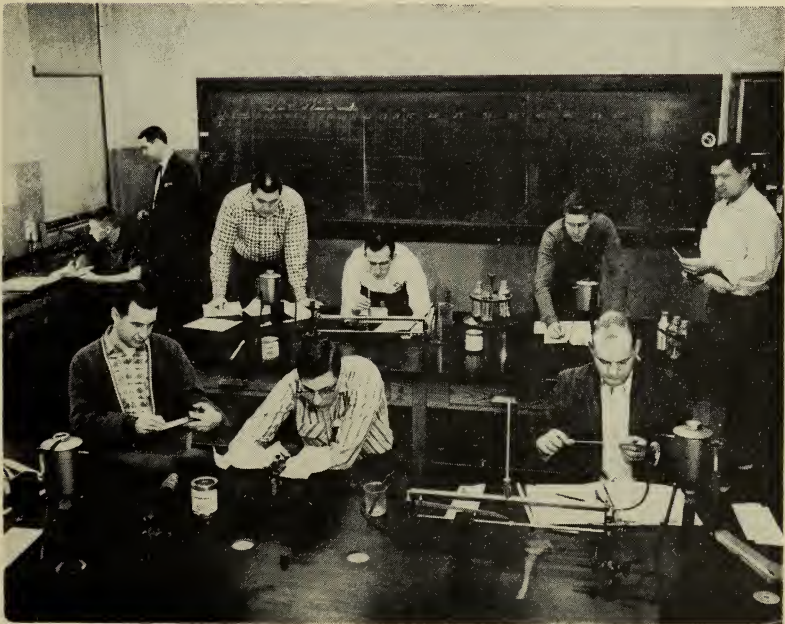
## SOCIOLOGY

**Purposes:** To give a world-wide view of human groups and their relationships, and to give an understanding of intelligent cooperation which is essential for better living.

### Curriculum for a Minor in Sociology

Total hours required for a Minor .....	24
Required courses in Sociology, 21 hours:	
Fundamental Social Problems 211, 212 .....	6
General Sociology 203, 204 .....	6
The Family 303 .....	3
Population Problems 307 .....	3
Economic History of the United States 311 .....	3
Electives .....	3
203. <b>General Sociology.</b> Credit, three hours. Origin and development of groups, and social changes. Readings and reports. First semester.	
204. <b>General Sociology.</b> Credit, three hours. Study of social institutions. Second semester.	
211. <b>Fundamental Social Problems.</b> Credit, three hours. A study of current social, economic, geographic, religious, governmental, and other world problems vitally affecting the lives of people. First semester.	
212. <b>Fundamental Social Problems.</b> Credit, three hours. A continuation of 211. Second semester.	
303. <b>The Family.</b> Credit, two or three hours. A short history of types of families, the problems of mate selection, and a study of orderly family living. Second semester.	

307. **Population Problems.** Credit, three hours. A study of the theories of population, the interdependence of the peoples of the world, and population as a factor in the analysis of social problems. On demand.
310. **Educational Sociology.** Credit, two hours. A study of the sociological contributions of education to society.



A Physics Class At Work



## DIVISION OF SCIENCE AND MATHEMATICS

Mr. Harris, **Chairman**, Dr. Atherton, Dr. Bodola, Dr. Goulding,  
Mr. Carper, Mr. Davis, Miss Gardiner and Dr. Simpson

### BIOLOGY

Purpose: The courses in biology are intended to acquaint the student with the living world around him and fundamental life processes; to demonstrate scientific methods of approach to problem solutions; to cultivate an attitude of inquiry and research; to develop laboratory skills in various types of work in botany, zoology, and related fields; to train students as teachers of biology; and to give pre-professional training in such fields as medicine, chemistry, and other related fields.

#### Curriculum for a Major in Biology

Total hours in biology required for a Major ..... 30

Required biology courses, 22 hours:

General Botany 208 .....	4
General Zoology 209 .....	4
Plant Taxonomy 321 .....	3
Comparative Anatomy 332 .....	4
Embryology 406 or Histology 401 .....	4
Plant Pathology 310 or Plant Anatomy 300 .....	3

Elect a minimum of eight hours from the courses listed below with at least one course from the plant sciences and one from the animal sciences. The student should consult his advisor on these courses.

Electives:

Ornithology 301 .....	3
Bacteriology 302 .....	4
Entomology 303 .....	3
Conservation 309 .....	3
Field Zoology 312 .....	3
Plant Ecology 320 .....	3
Genetics 344 .....	3
Invertebrate Zoology 400 .....	2
Parasitology 404 .....	3
Plant Physiology 410 .....	3

Required related courses:

General Chemistry 101 .....	4
General Chemistry 102 .....	4

#### Curriculum for a Minor in Biology

Total hours required for a Minor ..... 26

Required biology courses, 22 hours:

General Botany 208 .....	4
General Zoology 209 .....	4
Plant Taxonomy 321 .....	3
Comparative Anatomy 332 .....	4
Embryology 406 or Histology 401 .....	4
Plant Pathology 310 or Plant Anatomy 300 .....	3

Elect a minimum of four hours from courses listed: The student should consult his advisor on these courses.

## Electives:

Ornithology 301 .....	3
Bacteriology 302 .....	4
Entomology 303 .....	3
Conservation 309 .....	3
Field Zoology 312 .....	3
Plant Ecology 320 .....	3
Genetics 344 .....	3
Invertebrate Zoology 400 .....	2
Parasitology 404 .....	3
Plant Physiology 410 .....	3

## Required related courses:

General Chemistry 101 .....	4
General Chemistry 102 .....	4

**Curriculum for Teaching Field in Biological Science**

Total hours required for Teaching Field ..... 26

## Required biology courses, 22 hours:

General Botany 208 .....	4
General Zoology 209 .....	4
Plant Taxonomy 321 .....	3
Comparative Anatomy 332 .....	4
Embryology 406 or Histology 401 .....	4
Plant Pathology 310 or Plant Anatomy 300 .....	3

Elect a minimum of four hours from courses listed: The student should consult his advisor on these courses.

## Electives:

Ornithology 301 .....	3
Bacteriology 302 .....	4
Entomology 303 .....	3
Conservation 309 .....	3
Field Zoology 312 .....	3
Plant Ecology 320 .....	3
Genetics 344 .....	3
Invertebrate Zoology 400 .....	2
Parasitology 404 .....	3
Plant Physiology 410 .....	3

## Required related courses:

General Chemistry 101 .....	4
General Chemistry 102 .....	4

**Curriculum for Teaching Field in Biological and General Science**

Total hours required for a Teaching Field ..... 35

## Required courses, 31 hours:

General Chemistry 101 .....	4
General Chemistry 102 .....	4
General Botany 208 .....	4
General Zoology 209 .....	4
Plant Taxonomy 321 .....	3
Comparative Anatomy 332 .....	4
General Physics 211 .....	4
General Physics 212 .....	4

## Select one course from the following:

General Physical Science 103 .....	3
General Physical Science 104 .....	3



Physical Geology 206 .....	2
Heat 320 .....	3

Elect one course from the following:

Plant Physiology 410 .....	3
Bacteriology 302 .....	4
Entomology 303 .....	3
Plant Pathology 310 .....	3
Plant Ecology 320 .....	3
Plant Taxonomy 321 .....	3
Genetics 344 .....	3
Invertebrate Zoology 400 .....	2
Histology 401 .....	4
Embryology 406 .....	4
Parasitology 404 .....	3
Field Zoology 312 .....	3
Plant Anatomy 300 .....	3

101. **General Biological Science.** Credit, three hours. Introducing prospective elementary teachers to a study of the plant and animal kingdom as a whole. Includes material from the field of nutrition, eugenics, agriculture, entomology, and taxonomy. A non-laboratory course. First semester and summer.
102. **General Biological Science.** Credit, three hours. A continuation of Biology 101. Second semester and summer.
208. **General Botany.** Credit, four hours. Providing a broad understanding of the general principles of botany through a study of the structure, function, development and life histories of plant life. First semester.
209. **General Zoology.** Credit, four hours. Providing a broad understanding of the general principles of zoology through a study of the structures, functions, development and life histories of animals. Second semester.
300. **Plant Anatomy.** Credit, three hours. Seed plants: cells tissue organs, and stem, root, and leaf structure. Stelar anatomy in relation to evolution of higher plants. Second semester. Even years.
301. **Ornithology.** Credit, three hours. The anatomy, physiology, behavior and taxonomy of birds will be considered in lectures, while in the field, an understanding of birds based upon sight, song, flight, nesting habits and ecology will be the approach. Prerequisite: General Biology or its equivalent. The time allotted for this course will be about equally divided between lectures and field work. There will be a number of extended field trips scheduled beyond the hours allotted for this course. These trips will be worked out at the convenience of all concerned. Summer, upon demand.
302. **Bacteriology.** Credit, four hours. Introducing the student to the general principles and techniques of bacteriology, with attention to the microorganisms of air, water, milk, soils, and to the relation of such organisms to health and disease in plants and animals, to domestic science, agriculture and the industries. Prerequisites: at least six hours of biology, or zoology. First semester. Odd years.
303. **Entomology.** Credit, three hours. A study of insects in general with emphasis on their importance to agriculture, domestic science and medicine. Prerequisite: Biology 209 or equivalent. Summer, upon demand.
306. **Human Anatomy and Physiology.** Credit, four hours. To familiarize the student with the vital processes that take place in the living body and the anatomical structures involved. Prerequisites: Biology 208 and 209 or equivalent. First and second semester.

309. **Conservation.** Credit, three hours. A general survey course with emphasis on the broad aspects of national conservation and local applications of conservation measures. Upon demand.
310. **Plant Pathology.** Credit three hours. The nature and cause of disease in plants with practice in laboratory technique and methods of investigation. Second semester. Odd years.
312. **Field Zoology.** Credit, three hours. A study of the vertebrate animal life of the Eastern Panhandle and associated areas. Collecting and observation field trips will enable the student to better understand the interrelationship of various forms of animal life and their plant environment. Summers, upon demand.
320. **Plant Ecology.** Credit, three hours. A study of plants with reference to their environment and distribution. Problems will be discussed in lecture and applied in the laboratory and in the field. Each student will make a study of the factors governing plant life in a given area and prepare a summary of his study. Prerequisite: Biology 208. Summers, upon demand.
321. **Plant Taxonomy.** Credit, three hours. Identification and classification of the seed-bearing plants and ferns of the Eastern Panhandle area. Each student will prepare a small herbarium, and field trips will be planned to introduce the student to field work and to acquaint him with plant life. Prerequisite: Biology 208. Second semester.
332. **Comparative Anatomy.** Credit, four hours. A detailed comparative study of amphioxus, a shark, and a mammal. Prerequisite: Biology 209. First semester.
344. **Genetics.** Credit, three hours. A general culture course intended to acquaint the student with the laws and principles of heredity, with discussions of current developments in heredity. Prerequisites: Biology 208 and 209. Second semester, even years.
400. **Invertebrate Zoology.** Credit, two hours. A study of taxonomy, anatomy, physiology, embryology, and ecology of representative types of the classes of each phylum. General biological principles are emphasized. Upon demand.
401. **Histology.** Credit, four hours. To acquaint the student with the principles involved in the use of the microscope and its accessories and with the technique employed in the study of microscopic anatomy, and to familiarize him with the structure of animal and plant tissues. Prerequisites: Biology 208 and 209. Second semester. Even years.
404. **Parasitology.** Credit, three hours. An elementary course dealing with parasitic protozoa, worms, and arthropoda, and their relationship to diseases of man and higher animals. Upon demand.
406. **Embryology.** Credit, four hours. A study of the development and structure of the germ cell, the fertilization and cleavage of the egg, the formation of the principal organs of the body, and the histologic differentiation of tissues of vertebrates. Prerequisites: Biology 208 and 209. Second semester. Odd years.
410. **Plant Physiology.** Credit, three hours. Designed to acquaint the student with certain fundamental physiological processes. Emphasis is placed on physiological principles and their application to the living plant. One should have a background of biology and chemistry to qualify for this course. First semester. Upon demand.



415. **Biological Research.** An independent study. Credit, one to three hours. Outstanding biology majors are given an opportunity to work on some problems of a research nature. This work is done under the direction of the biology staff. An opportunity is given those who do an outstanding job to have their findings published through the West Virginia Academy of Science. Upon demand.

## CHEMISTRY

Purposes: The subject matter presented in the course of chemistry is intended to give the student adequate training and a proficiency in laboratory techniques such that he may enter the field of industrial chemistry or enter any graduate school in the field of chemistry. Another purpose is to fit the students to be teachers of chemistry and general science. The subject matter serves, in part, as a basic knowledge and training for related fields and, in part, as knowledge requisite for an appreciation of our life and times.

### Curriculum for a Major in Chemistry

Required courses, 32 hours:

General Chemistry 101, 102 .....	8
Qualitative Analysis 311 .....	4
Quantitative Analysis 312 .....	4
Organic Chemistry 315 .....	4
Organic Chemistry 316 .....	4
Physical Chemistry 401, 402 .....	8

Courses recommended:

General Physics 211, 212 .....	8
Intermediate Algebra 103 .....	4
Trigonometry 106 .....	3
Advanced Algebra 201 .....	4
Analytic Geometry 232 .....	4
Calculus 305, 306 .....	8
Physical Geology 206 .....	3
Economic Geology 307 .....	3
Foreign Languages .....	12
Advanced Quantitative 321 .....	3
Advanced Organic 405, 406 .....	6

### Curriculum for a Minor in Chemistry

Required courses, 24 hours:

General Chemistry 101, 102 .....	8
Qualitative Analysis 311 .....	4
Quantitative Analysis 312 .....	4
Organic Chemistry 315, 316 .....	8

### Curriculum for Teaching Field in Physical Science

Required courses, 24 hours:

General Chemistry 101, 102 .....	8
Elective Chemistry .....	4-8
General Physics 211, 212 .....	8
General Physical Science 103, 104 .....6]	4-6
or Elective in Physical Science .....4]	

### Curriculum for Teaching Field in Physical and General Science

Required courses, 36 hours:

General Chemistry 101, 102 .....	8
Elective Chemistry .....	4-8
General Physics 211, 212 .....	8

- |   |     |
|---|-----|
| Elective Physics .....                              | 0-4 |
| General Biological Science 101, 102 .....           | 6   |
| Physical Geology 206 or an elective science .....6] | 6   |
| or General Physical Science 103, 104 .....6]        |     |
101. **General Chemistry.** Credit, four hours. Gives an understanding of the principles of chemistry, First semester.
102. **General Chemistry.** Credit, four hours. Continuation of Chemistry 101. Second semester.
300. **Assigned Topics.** Credit, one to three semester hours. One hour devoted to chemical theory and problem review. Two hours of supervised laboratory work at the individual's level. Prerequisites: Chemistry 101, 102. Upon demand.
301. **Inorganic Chemistry.** Credit, three hours. Modern theories of chemical reactions, valence, and molecular structure. Prerequisites: Chemistry 101, 102. Upon demand.
302. **Inorganic Chemistry.** Credit, three hours. Continuation of Chemistry 301. Prerequisite: Chemistry 301. Upon demand.
303. **Chemistry Problems.** Credit, one to three semester hours. One hour devoted to discussion of chemical equivalence and equilibria. Two hours of independent laboratory work on minor research problems. Prerequisites: Chemistry 101, 102. Summer and upon demand.
311. **Qualitative Analysis.** Credit, four hours. One lecture and three laboratory periods per week. Theories of mass action, chemical equilibrium, oxidation and reduction and their application in qualitative analysis. Prerequisites: Chemistry 101, 102. First semester.
312. **Quantitative Analysis.** Credit, four hours. One three-hour laboratory period each week per hour credit. Individual and class conferences as required. Practice and theory in gravimetric and volumetric analysis of inorganic substances. Prerequisites: Chemistry 101, 102. Second semester.
315. **Organic Chemistry.** Credit, four hours. Two lectures and two three-hour laboratory periods per week. Study of structure properties and preparation of aliphatic compounds. Prerequisites: Chemistry 101, 102. First semester.
316. **Organic Chemistry.** Credit, four hours. Continuation of Chemistry 315. Three lectures and one three-hour laboratory period per week. Introduction to study of aromatic compounds. Prerequisite: Chemistry 315. Second semester.
321. **Advanced Quantitative Analysis.** Credit one to three semester hours. One three-hour laboratory per week per hour credit, advanced techniques of analysis emphasizing commercial methods and use of instruments. Prerequisite: Chemistry 312. Upon demand.
401. **Physical Chemistry.** Credit, four hours. Two lectures and two laboratory periods per week. Course deals with structure of matter, transitions from state to state, phase rule, and other physico-chemical changes. Prerequisites: Chemistry 311, 312, Physics 211, 212. First semester.
402. **Physical Chemistry.** Credit, four hours. Continuation of Chemistry 401. Second semester.

405. **Organic Chemistry.** Advanced laboratory course. Credit one to three semester hours. One three-hour laboratory period per week per hour credit. For the advanced students of organic chemistry. Chemistry 315 and 316 must precede or accompany this course. First semester.
406. **Organic Chemistry.** Credit one to three hours. Continuation of Chemistry 405. Second semester.
416. **Research in Chemistry.** An independent study. Credit, one to three hours. Qualified students are given an opportunity to pursue minor research work under the supervision of the chemistry staff.

## GENERAL PHYSICAL SCIENCE

Purposes: To enable the student to acquire general knowledge of our physical universe, to come to understand the science of chemistry and physics as they affect our daily living and to acquire general knowledge of our physical resources and mineral products.

101. **General Astronomy.** Credit, three hours. A descriptive course dealing with the physical nature of the stars, sun and planets as seen by the modern astronomer. Summer, upon demand.
103. **General Physical Science.** Credit, three hours. A general course treating mechanics, heat, metrology, sound, light, and electricity and magnetism. First semester.
104. **General Physical Science.** Credit, three hours. A general course treating chemistry, geology, and astronomy. Second semester.
206. **Physical Geology.** Credit, three hours. A general study of igneous, metamorphic, and sedimentary rocks, relief, water and the more important minerals and ores. First semester, upon demand.
300. **History of Science.** Credit, three hours. A general survey of the progress of science from earliest times to the present. The main scientific discoveries and theories are considered in their historical perspective.
307. **Economic Geology.** Credit, three hours. A survey of the distribution, mining and economic uses of the commercially valuable mineral resources of the world. Second semester, upon demand.

## PHYSICS

Purpose: To promote scientific thinking; to acquaint the student with the physics of his environment, thus making him more at home in it; to prepare the student for professional schools; to supply competent teachers for the public schools; to furnish the background necessary for the success of students of the other disciplines.

### Curriculum for a Minor in Physics

Required courses, 22 hours:

General Physics 211 .....	4
General Physics Problems 213 .....	1
General Physics 212 .....	4
General Physics Problems 214 .....	1
Selected from Group II .....	12

Physics minors should plan to complete Calculus 306 by the end of the sophomore year.

**Group I**

211. **General Physics.** Credit, four hours. An introductory treatment of the fundamentals of mechanics, heat and sound. Three lecture-recitation periods and one double laboratory period per week. First semester.
212. **General Physics.** Credit, four hours. An introductory treatment of the fundamentals of electricity, magnetism and light. Three lecture-recitation periods and one double laboratory period per week. Prerequisite: Physics 211. Second semester.
213. **General Physics Problems.** Credit, one hour. Practice in solving practical problems based on the principles treated in Physics 211. This course should be taken concurrently with Physics 211. First semester.
214. **General Physics Problems.** Credit, one hour. Practice in solving problems based on the principles treated in Physics 212. This course should be taken concurrently with Physics 212. Second semester.
300. **Photography.** Credit, three hours. An introductory course in photography dealing with the characteristics and uses of various types of cameras, lenses, filters, and films. Developing and printing will be done in laboratory sessions. The physics appropriate to the subject will be treated. Summer, upon demand.
311. **Fundamentals of Physics for High School Teachers.** Credit, three hours. A survey of general physics with special reference to the fundamental concepts, demonstrations, use of equipment, organization of subject matter and effective methods of teaching. Prerequisite: Physics 212. Upon demand.

**Group II**

319. **Mechanics.** Credit, three hours. A development of the fundamental concepts and principles of mechanics, using mathematical methods. Prerequisites: Physics 211 and consent of instructor. Second semester, 1960-61.
320. **Heat.** Credit, three hours. A development of the fundamental concepts concerning heat, the gas laws and elementary thermodynamics. Prerequisites: Physics 211 and consent of instructor. Second semester, 1961-62.
321. **Light.** Credit, three hours. Covers the fundamental principles of geometrical and physical optics. Work is done in optical instruments, spectrometer, interferometry and polarization. Prerequisites: Physics 212 and consent of instructor. First semester. Upon demand.
322. **Electricity and Magnetism.** Credit, three hours. An introduction to the theory of electricity and magnetism and to its application in practical problems. Prerequisites: Physics 212 and consent of instructor. First semester, 1960-61.
323. **Introduction to Modern Physics.** Credit, three hours. An introduction to contemporary atomic physics. Particle analysis, phenomenon connected with the structure of the atom. Radioactivity and evidence for the planetary model of the atom are treated. Electron and nuclear masses and charges are also considered. Prerequisites: Physics 212 and consent of instructor. First semester. Upon demand.



## MATHEMATICS

Purposes: To develop the ability of the individual to use the methods of mathematical reasoning; to furnish the mathematical tools prerequisite to success in the natural sciences and engineering; to assist in the preparation of qualified teachers for the public schools; to improve the general understanding of the basic principles necessary to mechanical and scientific development; to foster the broader and more intelligent use of quantitative data in all fields of knowledge; and to promote an appreciation of the value of the study of mathematics as a separate and independent discipline.

### Curriculum for a Major in Mathematics

Required courses, 28 hours:

Trigonometry 106 .....	3
Advanced Algebra 201 .....	4
Analytic Geometry 232 .....	4
Calculus 305, 306 .....	8
Statistical Analysis 314 .....	3
Courses on the 400 level .....	6
	28

### Curriculum for a Teaching Field or Minor in Mathematics

Required courses, 22 hours:

Trigonometry 106 .....	3
Advanced Algebra 201 .....	4
Analytic Geometry 232 .....	4
Calculus 305, 306 .....	8
Statistical Analysis 314 .....	3
	22

100. **Engineering Drawing I.** Credit, three hours. Designed to acquaint the student with the essential elements of technical drawing and to develop the basic skill required in the preparation and interpretation of such drawings by exercises including lettering, use of instruments, orthographic projection, sketches of machine parts and constructions details. Four double laboratory periods per week. First semester.
101. **Descriptive Geometry.** The application of projective drawings to the solution of advanced space problems dealing with points, lines, planes and solids by the use of auxiliary views.
103. **Intermediate Algebra.** Credit, three hours. Prerequisite: Mathematics 100 or one year of high school algebra. Offered for those not having the second year of high school algebra. First semester.
105. **Arithmetic for Teachers.** Credit, two hours. A course in the operations and processes of arithmetic as taught in the elementary school. Emphasis is placed upon the principles of teaching, the special problems encountered, and the evaluation of the objectives of the elementary-school arithmetic program. Critical study of teaching materials for this level constitutes an important part of the course. Prerequisite: Must be of junior standing. First semester.
106. **Trigonometry.** Credit, three hours. Prerequisite. Mathematics 100, 102, and 103 or equivalent high school mathematics. A course in plane trigonometry together with selected topics from spherical trigonometry. First semester.

202. **Slide Rule.** Credit, one hour. A course designed to acquaint students with basic operations on the standard slide rule.
201. **Advanced Algebra.** Credit, four hours. Prerequisite: Mathematics 100, 102 and 103 or equivalent high school mathematics. More advanced topics in algebra, including progressions, permutations and combinations, the binomial theorem, mathematical induction, and an introduction to theory of equations. This course may be taken concurrently with Mathematics 232. Second semester.
212. **Mathematics of Finance.** Credit, two hours. Principles of interest and discount, annuities and insurance, amortization, bonds, and similar topics. Required for all business administration majors. First semester.
232. **Analytic Geometry.** Credit, four hours. The methods of algebra applied to the field of geometry. Introduction to the conic sections and certain transcendental curves. Certain topics in the analytic geometry of three dimensions. Prerequisite: Mathematics 106. This course may be taken concurrently with Mathematics 201. Second semester.
- 305-306. **Calculus.** Credit, four hours each semester. Prerequisite: Mathematics 232. Fundamental ideas and applications of differential and integral calculus. Emphasis is placed upon the correlation of calculus with physics and mechanics. The latter part of the second semester is devoted to special topics.
- 310a-b. **Arithmetic Clinics.** Credit, one hour each. Offered in summer school only.
314. **Statistical Analysis.** Credit, three hours. A course for those needing an elementary knowledge of statistical methods and the interpretation of statistical data. Frequency distributions, measures of central tendency and dispersion, correlations, elementary analysis of variance, and similar topics. The problem approach is emphasized. Required of business administration majors. Second semester.
- 401-402. **Differential Equations.** Credit, three hours each semester. Prerequisite: Mathematics 305-306. Methods of solving differential equations and their application in the physical and biological sciences. Both ordinary and partial differential equations are included.
403. **Theory of Equations.** Credit, three hours. Prerequisite: Mathematics 305-306. The usual topics of elementary theory of equations including complex numbers, solution of cubic and quartic equations, roots of unity and regular polygons, impossibility of angle trisection and construction of certain regular polygons, together with other selected topics. First semester.
404. **Number Theory.** Credit, three hours. Prerequisite: Mathematics 305-306. An introductory course in number theory with emphasis on the classical theorems and problems. Second semester.
405. **Topics in Modern Mathematics.** Credit, three hours. Prerequisite: Approval of the instructor. A survey course designed to acquaint advanced students with certain topics outside the traditional course in mathematics.
- 410-411. **Advanced Calculus.** Credit, three hours each semester. Prerequisite: Mathematics 305-306. Continuation of the study of calculus. Extensions and applications of integration. Infinite series and infinite products. Selected topics in real variables. Offered on demand.

414. **History of Mathematics.** Credit, two hours. Chronological and topical study of the development of mathematics through the first steps in calculus. Of particular importance to mathematics teachers. Offered on demand.
423. **Teaching of Secondary Mathematics.** Credit, two hours. See Education 424. Offered on demand.
430. **Independent Study.** Credit one to three hours. Under certain conditions advanced students may be admitted to independent study in mathematics. For detailed requirements see page 31 of the catalogue.

## NURSING EDUCATION

Plan: The College has an affiliation with the Kings Daughters and City Hospitals in Martinsburg, West Virginia, for the first semester of the basic nursing course whereby the students receive seventeen hours of credit for the following collegiate courses:

- 101N. **Chemistry.** Credit, three hours. This course emphasizes the fundamental laws of chemistry applied alike to inorganic and organic compounds. Time is also devoted to those phases of biochemistry which are essential to the fields of nursing and medicine.
- 201N. **Anatomy and Physiology.** Credit, five hours. In this course there is an integration with the anatomy and physiology of each system. Laboratory work supplements the text in which related experiments in physiology are performed.
- 202N. **Psychology.** Credit, two hours. Emphasis is placed upon the individual adjustment to new and changing environment as well as methods of study, learning and motivation.
- 203N. **Nutrition and Cookery.** Credit, two hours. This course is planned to give the student nurse the general information which she needs relative to normal nutrition and to the care and preparation of food.
- 207N. **Sociology.** Credit, two hours. The focus is upon the patient as a member of his society with special concern for those elements of social interactions which contribute to his being a patient.
- 301N. **Microbiology.** Credit, three hours. Through the use of lecture, laboratory and discussion, the student gains a general knowledge of microorganisms and their relation to health and disease and is taught the practical application of the principles of microbiology.

Note: We are planning an expanded curriculum for graduate as well as undergraduate nurses. This program will enable those interested to receive a Bachelor of Science degree from Shepherd College when all requirements have been met. The prospective student's work in nursing will be evaluated in terms of the College's offerings, and courses will be suggested which will be offered here, and which when completed, will enable the nurse to strengthen her qualifications as a nurse and meet requirements for a Bachelor of Science degree. This program at the college may be pursued either on full-time or part-time basis. Students who are interested should contact the Academic Dean or the Chairman of the Science and Mathematics Division.

## Shepherd College Graduates For 1959

This List Includes Graduates For Jan. 1960

### Bachelor of Arts

William Ewell Anderson, Hagerstown, Maryland  
Gordon Creel Bayles, Parkersburg, West Virginia  
Frederick William Buzzerd, Middletown, Maryland  
Chester A. Collete III, Martinsburg, West Virginia  
Ralph S. Cook, Capon Bridge, West Virginia  
James G. Curran, Hagerstown, Maryland  
Robert David Dreifus, Alexandria, Virginia  
Frederick Dominick Greco, Falls Church, Virginia  
Kenneth Clark Grubb, Martinsburg, West Virginia  
Joseph Francis Jenkins, Piedmont, West Virginia  
Lilburn Kent McBee, Berkeley Springs, West Virginia  
John Walter Miller, Jr., Winchester, Virginia  
Patty Aylett Mitchell, Charles Town, West Virginia  
Bradford Whiting Myers, Shepherdstown, West Virginia  
Elvin W. Sill, Jr., North Arlington, Virginia  
Gene Ray Stanley, Inwood, West Virginia  
LaRue Van Metre, Jr., Falls Church, Virginia  
George Arnold Wilson, Burlington, West Virginia

### Bachelor of Arts in Eementary Education

Wyndham Marie Barbe, Purgitsville, West Virginia  
Jewel Hielt Bender, Martinsburg, West Virginia  
Rebecca Sharon Cain, Green Spring, West Virginia  
Ruth Stuckey Campbell, Martinsburg, West Virginia  
Juanita Keener Heldreth Cheshire, Keyser, West Virginia  
Catherine Busey Clohan, Martinsburg, West Virginia  
Josephine R. Byers Clopper, Hagerstown, Maryland  
Patsy June Cook, Capon Bridge, West Virginia  
Mary Yocum Coover, Hagerstown, Maryland  
W. Merle Cornelius, Jr., Ridgeley, West Virginia  
Alta H. Duling, Gormanania, West Virginia  
Alice White Fearnow, Hagerstown, Maryland  
Elizabeth Drawbaugh Fisher, Hagerstown, Maryland  
Charles H. Freeland, Rock Oak, West Virginia  
Barbara Rae Harris, Shepherdstown, West Virginia  
Mary Frye Hoke, Winchester, Virginia  
Norma Corena Hott, Paw Paw, West Virginia  
Flo-Raleigh Kerr, Shepherdstown, West Virginia  
June Kisamore Lambert, Hagerstown, Maryland  
Treva Helen Landis, Hagerstown, Maryland  
Nancy Osbourn Lemen, Summit Point, West Virginia  
Helen Rinker Lewis, Romney, West Virginia  
Anna D. Macoughtry, Summit Point, West Virginia  
Margaret B. McLurkin, Hedgesville, West Virginia  
Anthony David Merceruio, Martinsburg, West Virginia  
Bessie Kidwell Munson, Great Cacapon, West Virginia  
Paul Milton Munson, Jr., Berkeley Springs, West Virginia  
Homer Richwell Pankey, Martinsburg, West Virginia  
Elva Bransford Percy, Williamsburg, West Virginia  
Jo Anne Hutchins Pownell, Romney, West Virginia  
Wilma Dawn Pritts, Shaw, West Virginia  
Ruth Byers Ristle, Hagerstown, Maryland  
Margaret F. Schultz, Hagerstown, Maryland  
Wilda Florence Shiflett, Ranson, West Virginia  
Earl Edward Stephens, Washington, West Virginia



Dorothy Young Taylor, Charles Town, West Virginia  
Helen Arlene Teets, Needmore, West Virginia  
Mary Joann Vincent, Martinsburg, West Virginia  
Lois Henrietta Wiebel, Hagerstown, Maryland  
Dorothy Devona Willard, Berkeley Springs, West Virginia  
Mary Elizabeth Witt, Shepherdstown, West Virginia

### **Bachelor of Arts in Secondary Education**

Ronald E. Alvaro, Keyser, West Virginia  
George Edward Baker, Hagerstown, Maryland  
Wayne E. Barr, Dorcas, West Virginia  
Phyllis Jean Bott, Baker, West Virginia  
Norman Franklin Bradford, Jr., Shepherdstown, West Virginia  
James William Brown, Williamsport, Maryland  
Paul Leonard Cook, Keyser, West Virginia  
Harold J. Daley, Bethesda, Maryland  
Fannie Tucker Didawick, Shepherdstown, West Virginia  
Virginia Franzen, Harpers Ferry, West Virginia  
Raymond H. Frazier, Jr., Ranson, West Virginia  
Nancy Louise Fritts, Martinsburg, West Virginia  
Elizabeth Frye, Wardensville, West Virginia  
Richard Kenneth Fuss, Shepherdstown, West Virginia  
Allen R. Gates, Keyser, West Virginia  
Robert Dale Harman, Keyser, West Virginia  
Larry Frederick Harr, Piedmont, West Virginia  
Mary Frances Hockensmith Hockman, Shen. Junction, W. Va.  
George Hunter Hott, Romney, West Virginia  
William David Hull, Martinsburg, West Virginia  
Raymond W. Isherwood, Bradbury Park, Maryland  
Neville L. Leonard, Shepherdstown, West Virginia  
Norman Grayden Lineburg, Winchester, Virginia  
Wilbert Chester Long, Berkeley Springs, West Virginia  
William O. Macoughtry, Jr., Summit Point, West Virginia  
Victor J. Marsh, Keyser, West Virginia  
Gail Hindman Mickey, Charles Town, West Virginia  
John Walter Miller, Jr., Winchester, Virginia  
Leighton Busey Miller, Kearneysville, West Virginia  
Shirley Roberta Miller, Martinsburg, West Virginia  
Frank Aldine Moore, Wheaton, Maryland  
Barbara Mowry, Petersburg, West Virginia  
Marsh H. Myers, Shepherdstown, West Virginia  
Lane Madison Oakman, Keyser, West Virginia  
Donna Jean Oates, Capon Bridge, West Virginia  
David D. Odell, Peekskill, New York  
Thomas L. Oglebay, Shepherdstown, West Virginia  
Ruth Cornelius Orndorff, Shepherdstown, West Virginia  
Glenn William Patterson, Paw Paw, West Virginia  
Sarah Smith Patterson, Keyser, West Virginia  
William Alexander Patterson, Harpers Ferry, West Virginia  
Carl L. Plum, Shepherdstown, West Virginia  
Philip L. Poffenberger, Hagerstown, Maryland  
Andrew Thomas Porter, Keyser, West Virginia  
Edward Lee Riley, Fort Ashby, West Virginia  
Joseph William Robeson, Hagerstown, Maryland  
Arthur Eugene Sanders, Waynesboro, Pennsylvania  
Merelyn Jo Shultz, Shepherdstown, West Virginia  
Robert Allen Sirk, Romney, West Virginia  
Loretta June Sponaugle, Franklin, West Virginia  
Myralin Ann Spriggs, Great Cacapon, West Virginia  
Matthew B. Stieringer, Bayard, West Virginia

Larry A. Strite, Martinsburg, West Virginia  
James Lester Taylor, Charles Town, West Virginia  
Charles Hugh Via, Ranson, West Virginia  
Billie Ann Winkfield, Winchester, Virginia  
Charles Henry Woodward, Martinsburg, West Virginia  
Swaneda Kelly Yost, Berkeley Springs, West Virginia

### Bachelor of Science

Mike Ballas, Weirton, West Virginia  
Ronald Edmond Beale, Arlington, Virginia  
Gerald N. Bloom, Hagerstown, Maryland  
Phyllis Jean Bott, Baker, West Virginia  
Robert Mahlon Brown, Hagerstown, Maryland  
Lester L. Burger, Jr., Hagerstown, Maryland  
Harold B. Busey, Shepherdstown, West Virginia  
Joseph Roman Carroll, Jr., Washington, D. C.  
Charles H. Casey, Boyce, Virginia  
Edward L. Castle, Hagerstown, Maryland  
David Lawrence Chicchirichi, Charles Town, West Virginia  
Edward W. Clem, Front Royal, Virginia  
Robert Daniel Coberly, Ellicott City, Maryland  
James M. Davis, Hagerstown, Maryland  
Kenneth Carlyle Day, Shepherdstown, West Virginia  
Clarence E. Dunbar, Kearneysville, West Virginia  
Russell C. Eardley, Jr., Hagerstown, Maryland  
Raymond Thomas Elliot, Westernport, Maryland  
John Francis Ermerins, Falls Church, Virginia  
Harvey Wayne Everitts, Shepherdstown, West Virginia  
Leo R. Fogg, Shepherdstown, West Virginia  
Nancy Louise Fritts, Martinsburg, West Virginia  
Richard Kenneth Fuss, Shepherdstown, West Virginia  
Robert Charles Garino, Martinsburg, West Virginia  
Martin Eugene Geyer, Hagerstown, Maryland  
Samuel S. Glaize, Charles Town, West Virginia  
William Francis Golden, Weirton, West Virginia  
William E. Grant, Jr., Moorefield, West Virginia  
Arthur Pritchard Griffin, Jr., Alexandria, Virginia  
George Frederick Grove, Charles Town, West Virginia  
John Estyle Hanson, Baltimore, Maryland  
Martha Herbert, Martinsburg, West Virginia  
William David Hull, Martinsburg, West Virginia  
Raymond Isherwood, Bradbury Park, Maryland  
Arthur Scott Kaye, Arlington, Virginia  
William Furman Kesler, Jr., Winchester, Virginia  
Leonard William Kesler, Shepherdstown, West Virginia  
Stephen LeRoy Kijula, Weirton, West Virginia  
Donald Krause, Martinsburg, West Virginia  
Katheryne Lee Kuester, Kearneysville, West Virginia  
Kenneth Kuester, Kearneysville, West Virginia  
S. Barry Lichtman, Alexandria, Virginia  
Norman Grayden Lineburg, Winchester, Virginia  
Charles Alfred Lochbaum, Jr., Hagerstown, Maryland  
Miller Jackson Lockhart, Bentonville, Virginia  
Betty Louise Long, Hagerstown, Maryland  
Jack Donovan Long, Hagerstown, Maryland  
Kathern J. Maine, Shepherdstown, West Virginia  
Joyce Lee McDonald, Martinsburg, West Virginia  
Charles Edward Miller, Jr., Martinsburg, West Virginia  
Leighton Busey Miller, Kearneysville, West Virginia  
Shirley Roberta Miller, Martinsburg, West Virginia

William Alexander Patterson, Harpers Ferry, West Virginia  
 John Calvin Potts, Martinsburg, West Virginia  
 James W. Rotruck, Keyser, West Virginia  
 Robert Henry Schellhaus, Cumberland, Maryland  
 Lois Ryan Schriver, Frostburg, Maryland  
 Stephen Lee Sinnett, Martinsburg, West Virginia  
 Barry M. Smith, Charles Town, West Virginia  
 Kenneth Howard Speckler, Washington, D. C.  
 Myralin Ann Spriggs, Great Cacapon, West Virginia  
 Larry A. Strite, Martinsburg, West Virginia  
 James Lester Taylor, Charles Town, West Virginia  
 James Albert Towner, Martinsburg, West Virginia  
 Joseph Louis Trombo, Shepherdstown, West Virginia  
 John Wagaman, Jr., Hagerstown, Maryland  
 Richard Wallace Wilkinson, Jr., Shepherdstown, West Virginia  
 Hugh A. Williams, Shepherdstown, West Virginia  
 Reynolds Mortimer Williams, Jr., Alexandria, Virginia  
 William R. Withers, Springfield, West Virginia  
 Charles Henry Woodward, Martinsburg, West Virginia

## SUMMARY OF STUDENTS 1959-60

	Men	Women	Total
I Summer 1959 .....	157	216	373
II Summer 1959 .....	113	77	190
<b>TOTAL</b> .....	<b>270</b>	<b>293</b>	<b>563</b>

### Regular Term 1959 - 60

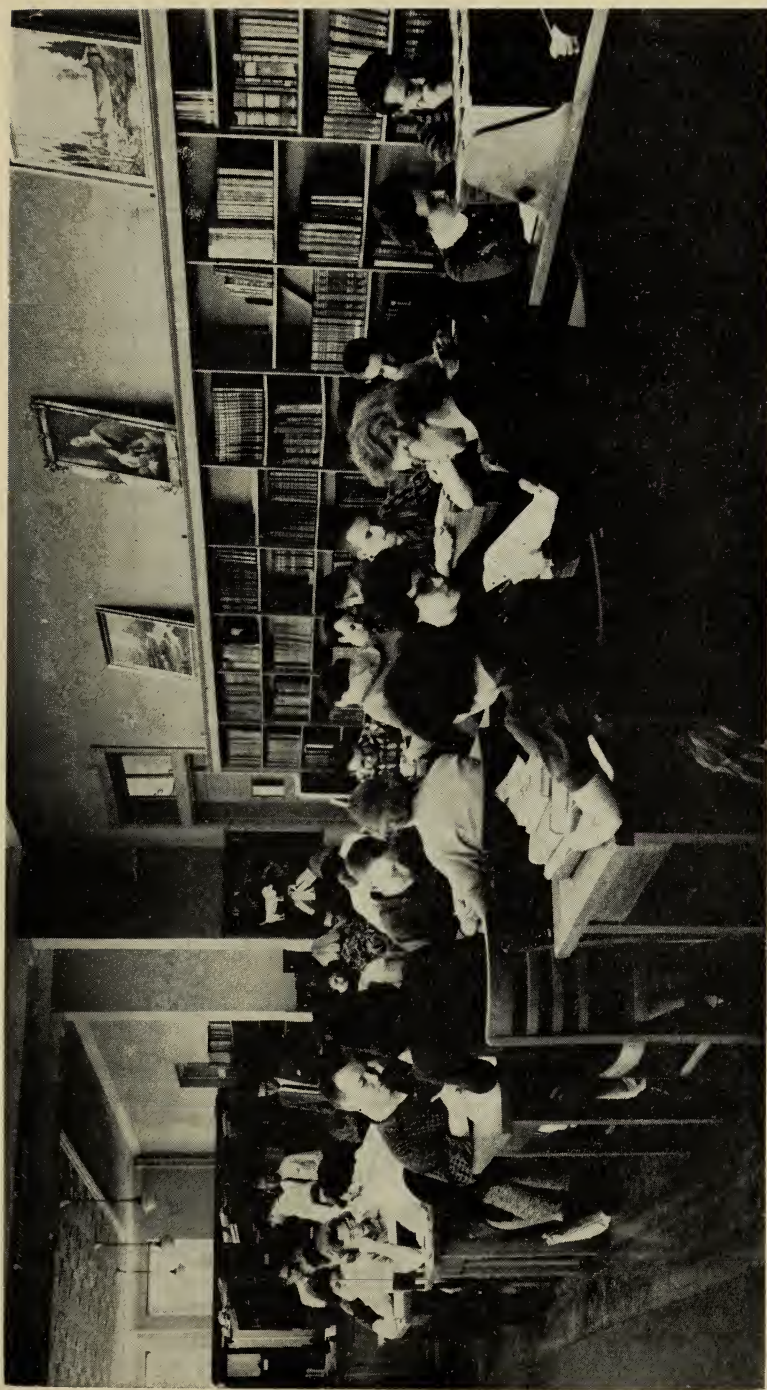
Freshmen .....	132	103	235
Sophomores .....	123	63	186
Juniors .....	133	38	171
Seniors .....	106	49	155
Specials .....	1		1
Evening .....	23	72	95
Extension .....	6	37	43
<b>GRAND TOTALS</b> .....	<b>794</b>	<b>655</b>	<b>1449</b>

Duplicates due to attendance

in both summer sessions and  
regular term .....

regular term .....	199	128	327
	<hr/>	<hr/>	<hr/>
NET TOTALS .....	595	527	1122





The Library is One of the Busiest Places on Campus



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